

24/06/2024

Ensuring Patient Details are included in Investigation Headers

We have identified that your referrals are stripping the patient details off, that are in the header of investigations. This Header information can contain important clinical information. This can be resolved by following steps in this document.

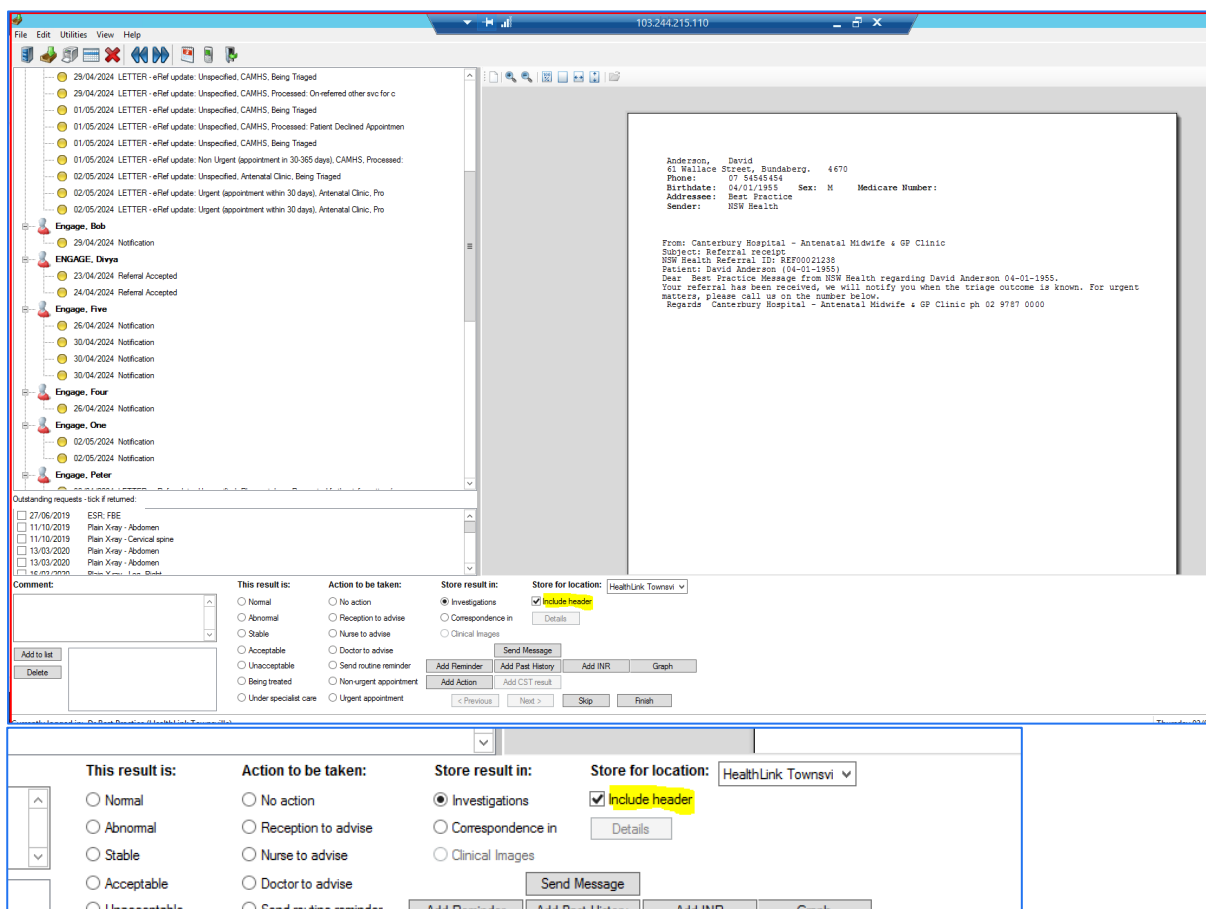
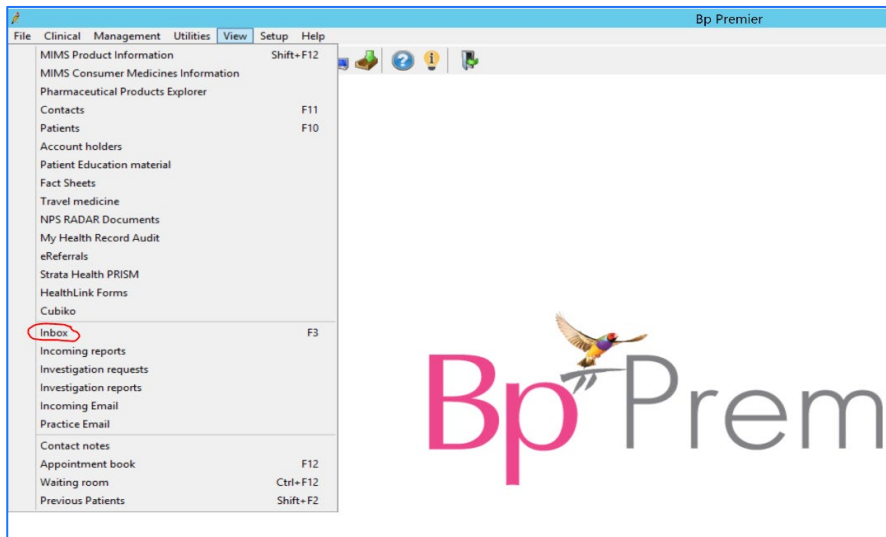
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For Best Practice

1. Open Inbox
2. Click on a Patient Result/Message
3. Select 'Include header' (per image below)



For Medical Director

1. Open patient record.
2. Click Tools
3. Click Options
4. Go to the 'Investigations' tab
5. Ensure 'Include patient header on printouts' is checked.
6. Click Save.

The screenshot shows the HealthLink software interface. The 'Options' dialog box is open, displaying the 'Investigations' tab. The 'Include patient header on printouts' option is checked and highlighted in yellow. Other options include 'Default to eOrder service for ordering all pathology/cytology tests' and 'Default to eOrder service for ordering all imaging tests', both of which are also checked. The background shows the patient record for Mr. Watermelon Estate, including personal details, family history, past history, and medications.

This is a close-up of the 'Options' dialog box, specifically the 'Options' section. The 'Include patient header on printouts' option is checked and highlighted in yellow. Other options visible include 'Print results in monochrome' (unchecked), 'Show Scan/Import Correspondence in Holding File' (checked), and 'Default to eOrder service for ordering all imaging tests' (checked).

What do I do if I cannot attach documents?

Contact **HealthLink** on **1800 125 036** or email helpdesk@healthlink.net.

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