

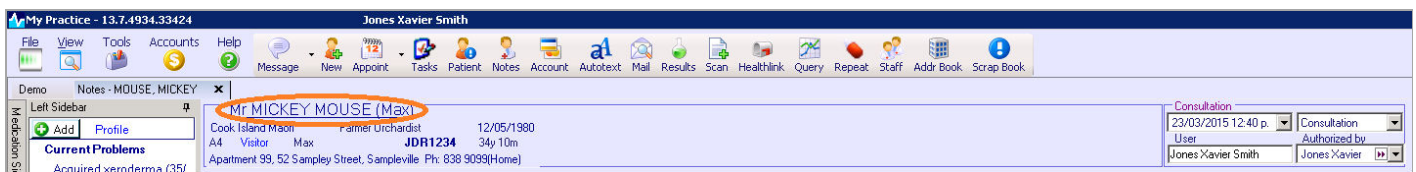
## Quick Start Guide

### Sending a St John Medical Alarm Service referral from myPractice

The St John Medical Alarm Service online referral form has been designed to make it easier for you to complete and submit a Medical Alarm Service referral for your patient electronically to St John. This guide has been created to show you the key steps involved in completing a St John Medical Alarm Service online referral form within myPractice.

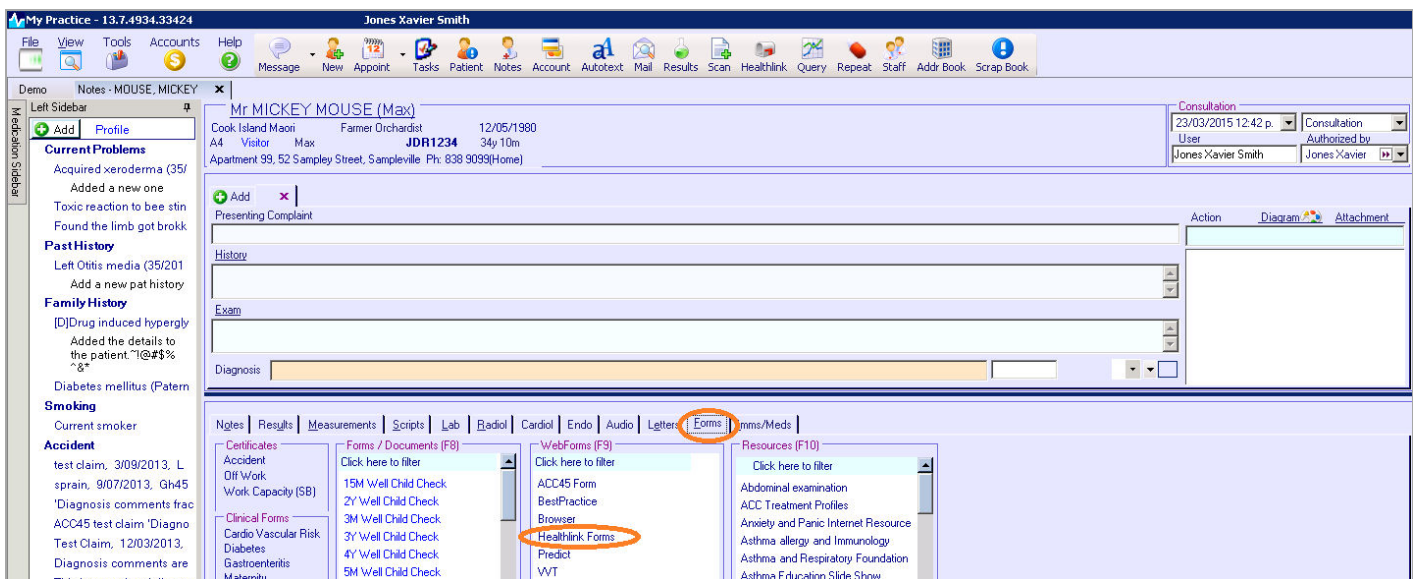
#### 1. Open the patient record

Search for the patient and open their medical record in myPractice. Go into the 'Clinical Notes' section of your patient's profile.



#### 2. Select the Forms tab

Select the 'Forms' tab and click on the HealthLink forms option.



The HealthLink launch page will display. Select St John Medical Alarm Service from the Referred Services section.

Mr MICKEY MOUSE (Max)  
 Cook Island Maori Yachtsman 12/05/1980  
 A4 Visitor Max JDR1234 35y 2m  
 Apartment 99, 52 Sampley Street, Sampleville Ph: 838 9099(Home)

27/07/2015 03:41 p. Consultation  
 User Authorized by  
 Jones Xavier Smith Jones Xavier

Notes | Results | Measurements | Scripts | Lab | Radiol | Cardiol | Endo | Audio | Letters | Forms | Imms/Meds | **Healthlink Forms**

Address: <http://localhost:5088/healthformdirectory/FormListing.action?formDefnatorId=4&isofomedirectory&isoversion=4&isov1>

**HL Health** | **Certainty in Care** | 0800 288 887 (NZ) | 1800 125 036 (AUS) | helpdesk@healthlink.net | Contact Us

Specialist and Allied Health Referrals

CareSelect  near

General Services

Health Pages: NHI Lookup | Healthpoint: NZ Guidelines Group

Referred Services

**St John Medical Alarm Service**

### 3. Complete the St John Medical Alarm Service referral form

The St John Medical Alarm Service referral form will display and is very similar in format and functionality to a DHB eReferral form.

Complete the relevant fields under each tab on the left. You can park the form if you want to work on it later.

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Address: about:blank

**St John** **MEDICAL ALARMS** **Medical Alarm Referral for Service Request**

**Clinical Information**  
 No Request Type Chosen  
 Medical Details Included

**Attachments / Reports**  
 No reports selected  
 No files attached

**Medications / Warnings**  
 6 long term medications specified  
 3 medical warnings specified

**Medical History**  
 Medical history specified

**Patient Information**  
 MICKEY MOUSE, JDR1234  
 35yrs  
 Disability not specified

**Recipient / Referrer**  
 St John Medical Alarm  
 Referred by: Jones Xavier ...  
 No Different Regular GP

**MEDICAL ALARM**

**General**

Request type\*  Preferred Contact Time\*

Comments:

Funding application signed by GP

I confirm the prospective client has agreed to receive a call \*

The patient has approved the sending of medical information to the service provider

Please Note:  
 Funding application forms can be downloaded via the below links:

- <http://www.workandincome.govt.nz/documents/forms/disability-allowance-application-for-existing-clients.pdf>
- <http://www.workandincome.govt.nz/documents/forms/disability-allowance-medical-alarm-assessment-form.pdf>

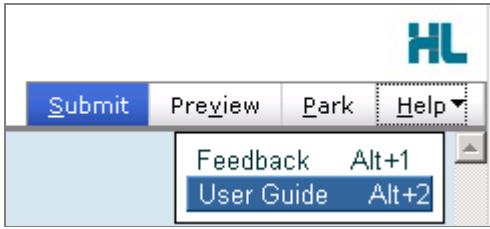
Should the patient not want medical information to be sent to St John, untick the 'The patient has approved the sending of medical information to the service provider' checkbox. This will remove a number of the form tabs, and prevent submission of the medical information within those tabs.



## 5. Hints and Tips

### a. St John Medical Alarm Service referral form help

To access the HealthLink eReferrals User Guide go to the 'Help' menu and click on the 'User Guide' link provided.



### b. Access parked St John Medical Alarm Service referral form from patient electronic medical record

A parked St John Medical Alarm Service referral form can be found in your 'Notes' tab in your electronic medical record within myPractice.



### c. Access submitted St John Medical Alarm Service referral form from patient electronic medical record

A copy of the St John Medical Alarm Service referral form submitted for the patient can be found in your 'Notes' tab in your electronic medical record within myPractice.



**For all queries, please call the  
HealthLink Customer Support Line:**

Monday to Friday (except public holidays) 8am – 6pm  
Phone: 0800 288 887 Support email: [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)