

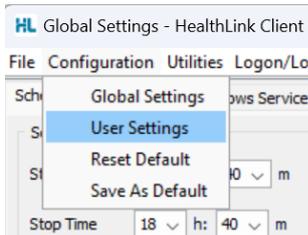


# 1. HealthLink Configuration

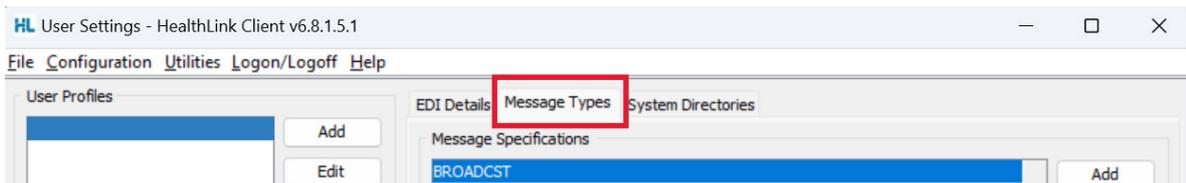
Setting up HealthLink with eOrder Message Type

**\*\*Please note that all set up and configurations can only be performed on the practice server.**

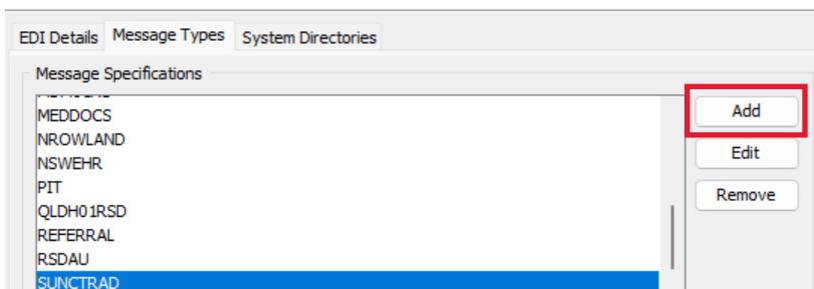
**Step 1:** Open HealthLink Advances Options. Select **'Configuration'** and **'User Settings'**



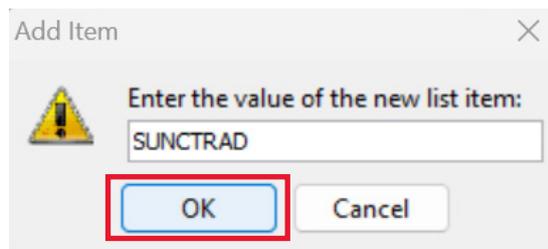
**Step 2:** Select the **'Message Types'** tab



**Step 3:** Select **'Add'**



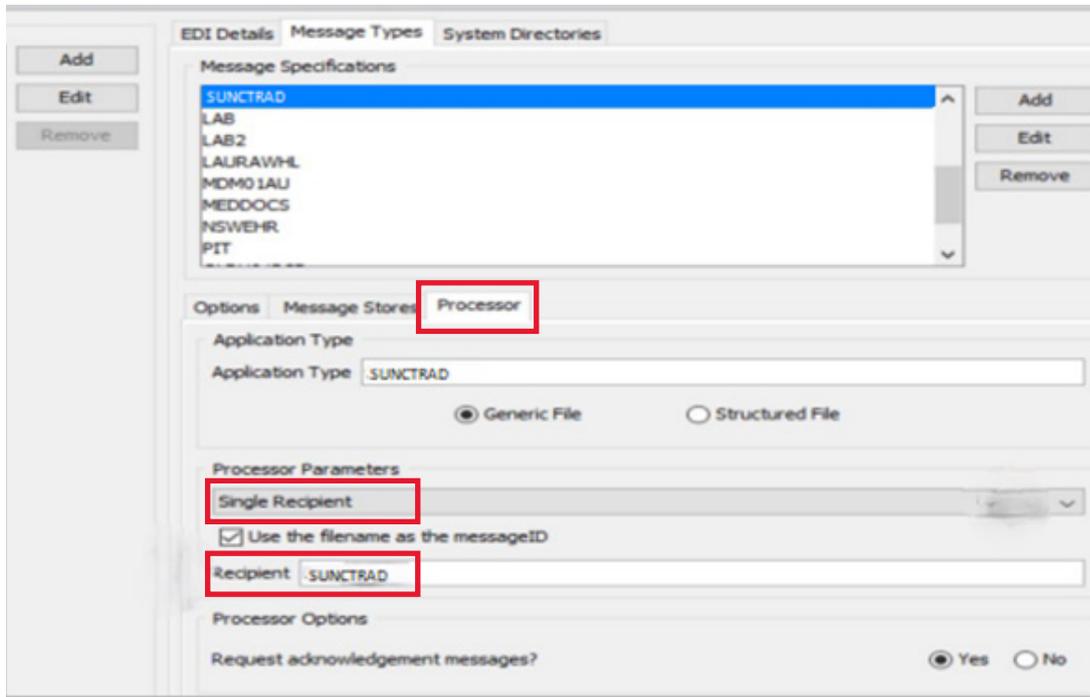
**Step 4:** Add **SUNCTRAD** as a new Messaging Type and click **'OK'**



The new Messaging Type will be added and highlighted in the Message Specifications area.



**Step 5:** From the **Processor Parameters** section – choose **'Single Recipient'** for the Processor Parameter. Add **SUNCTRAD** as a Single Recipient.



**Step 6:** Select 'File' in the top toolbar and 'Save all changes'. You can now close advanced options. A new set of folders will be created with the HLINK folder structure:

C:\HLINK\other\_in\SUNCTRAD

C:\HLINK\other\_out\SUNCTRAD

### Require Assistance?

Healthlink Helpdesk can also perform this function by contacting their Customer Care team on 1800 125 036 or via email: [helpdesk@healthlink.net](mailto:helpdesk@healthlink.net)



## 2. Best Practice Configuration

Setting up e-Referrals to Sunshine Coast Radiology

**\*\* Before we begin, have you set up HealthLink with eOrder message type?  
If not, please perform this step first.**

**Please note that all set up and configurations can only be performed on the practice server.**

**Step 1:** Log in to Best Practice on the practice server and navigate to the Best Practice home screen. Select View > Contacts > Setup > E-Ordering

**Step 2:** Set up E-Ordering window will appear. Filter by type: **Imaging**. Search for Sunshine Coast Radiology in the list and select **'Add'** and **'Save'**

Setup E-Ordering

Available Providers Search for:  Filter by type:  Pathology  Imaging

Provider	Phone	Address	
South West Radiology	02 9600 7708	51 Goulburn Street , Liverpool, 2170	Add
Specialist Nuclear Medicine	02 9538 6388	247 Beamish Street , Campsie, 2194	Add
Spectrum Medical Imaging	02 9197 8100	Grid Flk. 171 Bigge Street , Liverpool, 2170	Add
Strathfield Medical Imaging	02 8622 0000	Suite 207 Strathfield Plaza , Strathfield, 2135	Add
Sunshine Coast Radiology	60 Wises Road , Maroochydore, 4558		Add
Synergy radiology Beamish Street	02 9538 6388	247 Beamish Street , Campsie, 2194	Add
Synergy radiology Randwick	02 9050 0100	54b High Street , Randwick, 2031	Add

Configured Providers

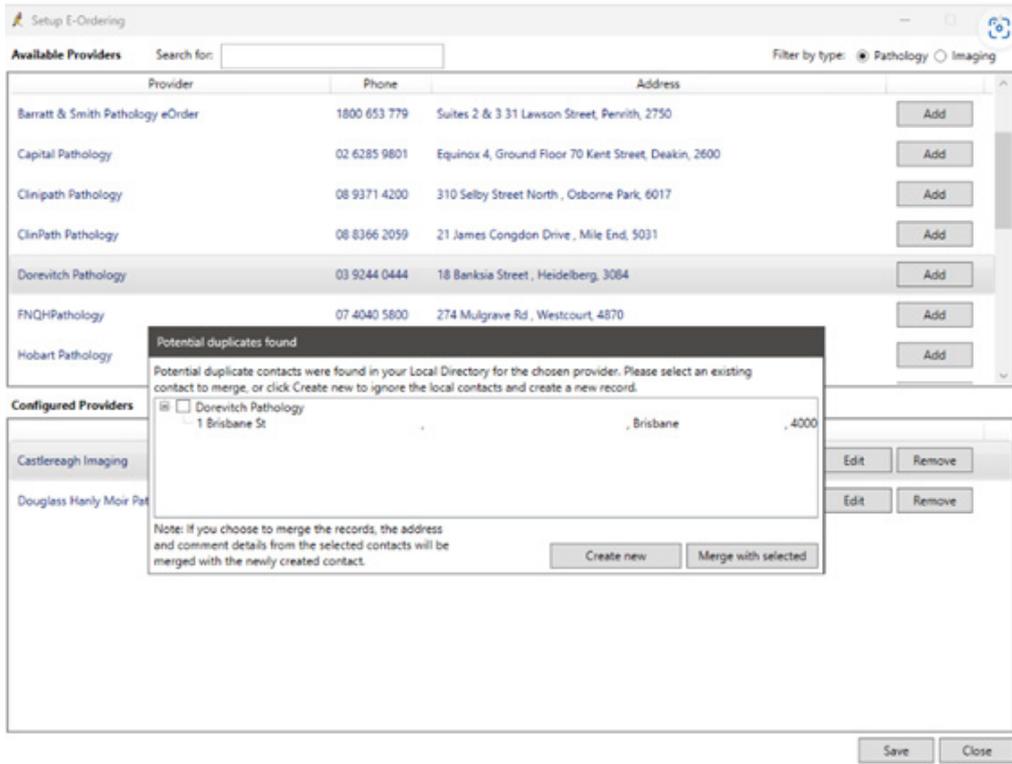
Provider	Type	Path
There are currently no providers configured, please Add an Available Provider.		

Save Close

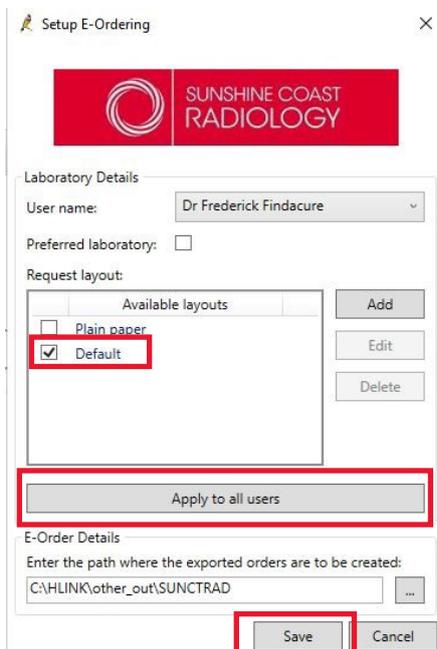


Note: If Best Practice detects an existing Sunshine Coast Radiology configuration, a prompt will appear to merge the contacts. Tick the box next to Sunshine Coast Radiology and then click **'Merge with selected', and 'Save'**.

Example with Dorevitch Pathology below:



**Step 3:** Select the GP username you are wanting to configure e-referrals for.  
**If you are wishing to configure e-referrals for all GPs in the practice, skip this step.**

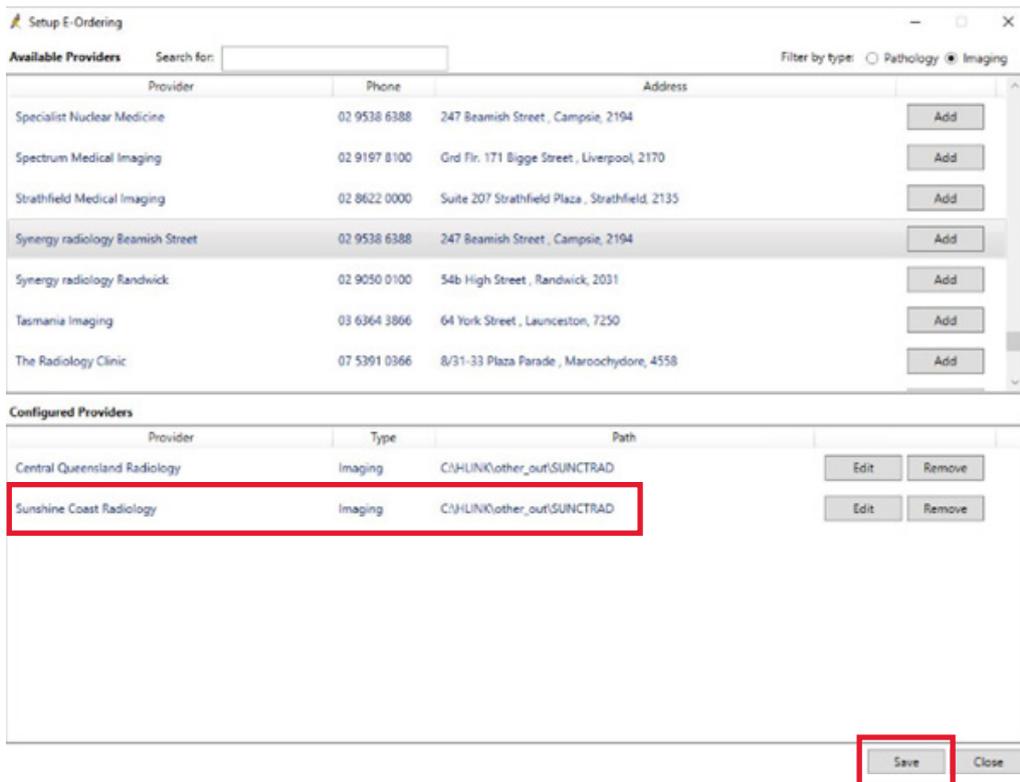




**Step 4:** Select the available layout as **Default**. The pre-printed stationary co-ordinate information will be pre-populated. E-order details path should display as C:\HLINK\other\_out\SUNCTRAD.

**Step 5:** If you skipped step 6, Click **'Apply to all users'** and **'Save'**.

**Step 6:** Sunshine Coast Radiology should now appear in the Configured Providers section. Click **'Save'**.





### 3. Testing Configuration

Testing to Confirm Set Up is Correct

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**Step 1:** Open a test patient record from the Best Practice main menu

**Step 2:** From within the patient record, select **'Imaging Request'**

**Step 3:** Under the provider dropdown, select Sunshine Coast Radiology

**Step 4:** Populate Region and Clinical Details fields, and click **'Print & Send'**

The e-order will be sent through to the outgoing folder to be picked up and sent through HealthLink. The request will appear in the daily record of the patient and the notification section of the patient. The request will appear in the patient consultation notes.

**Step 5:** Please email our Business Support Team on [ereferrals@imagingqueensland.com.au](mailto:ereferrals@imagingqueensland.com.au) to confirm your e-referral has been received by Sunshine Coast Radiology.

If e-referral has been unsuccessful, please contact your dedicated Referrer Relationship Specialist for further troubleshooting.

Sunshine Coast Radiology  
Referrer Relationship Specialist  
Tremain Permewan  
m: 0418 289 686  
e: [tremain@scradiology.com.au](mailto:tremain@scradiology.com.au)