

# TRG Imaging Referral SmartForm

The TRG Imaging Referral SmartForm has been designed to make it easier for you to complete and submit a radiology referral for your patient electronically to TRG Imaging

This guide has been created to show you the key steps involved in completing the TRG Imaging Referral SmartForm within Profile for Mac



#### Contact

If you have questions relating to Medtech Evolution or Medtech services please contact:

Medtech Ltd support@medtechglobal.com
0800 263 3832



HealthLink Level 3, 13-15 Teed Street Newmarket, Auckland 1023 New Zealand www.healthlink.net info@healthlink.net



# 1. Log into Portal

You can access the Portal via the https://my.healthlink.net/trgimaging¹ URL. Enter your username and password and select the Login button².



Note-1: a pop-up will appear asking you to select a valid digital certificate.

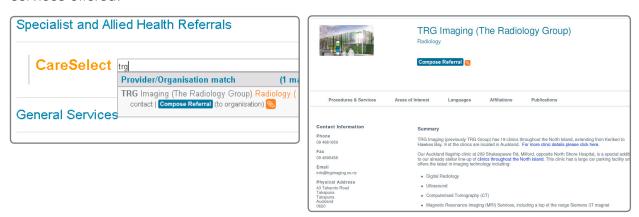
Note-2: If you're registered for other services ie: MSD, ACC, eReferrals, on login you will be presented with the generic HealthLink branded portal interface.

### 2. Search for TRG and/or Service

Select the 'Compose' menu option. The services you are registered for will be presented.



Use the CareSelect Search to locate the TRG Imaging provider by name or service required. The list of locations matching the search criteria will be displayed. Click on the TRG Imaging name, and the organisation bio will be displayed providing details about TRG Imaging and the services offered.

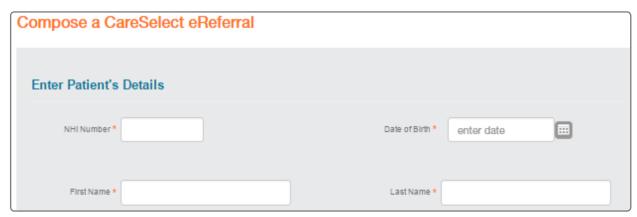


Click on the 'Compose Referral' button either from search drop down or from full bio to launch the TRG Imaging Referral SmartForm.

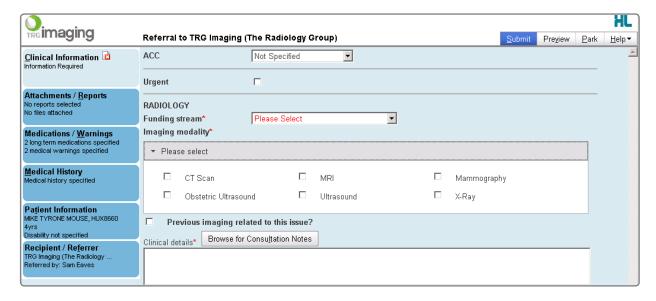


# 3. Enter the patient's details and complete the form

Enter your patient demographic details and select Next to display the Referral Form.



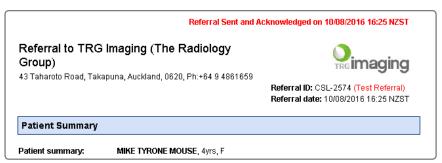
Complete the relevant fields under each tab of the form on the left. Fields which are mandatory will be marked with a \*.



#### 4. Submit the form

Select the 'Submit' button on the form, when you are ready to send it. The form will be sent electronically via HealthLink. Upon successful submission, a copy of the form will be displayed within MyHealthLink showing the Referral Acknowledgement information.







# Hints and Tips

#### a. Print TRG Imaging contact details

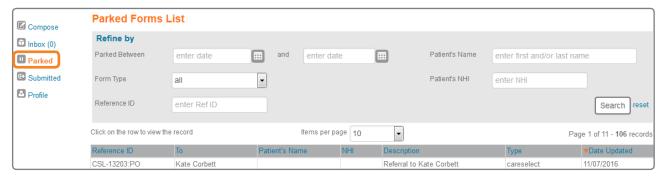
To print a contact page to hand to the patient, click on the 'contact' link either from the search bar or the search results page. Simply print the summary contact page that is displayed.





#### b. Access parked forms

If your attention is required elsewhere, you are able to Park the form to save your progress to complete later. The parked form can be found in the Parked Forms list (select 'Parked' on the menu options).



#### c. Access submitted forms

A copy of the submitted form can be found in the Submitted Forms list (select 'Submitted' on the menu options).



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