HealthLink

Part of
Clanwilliam

02/08/2024

Ensuring Patient Details are included in Investigation Headers

Investigation reports attached to referrals may have header information containing patient and other clinical information. To ensure this header information is included, please follow the steps in this document.
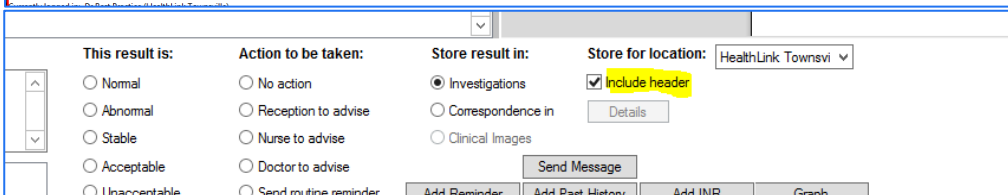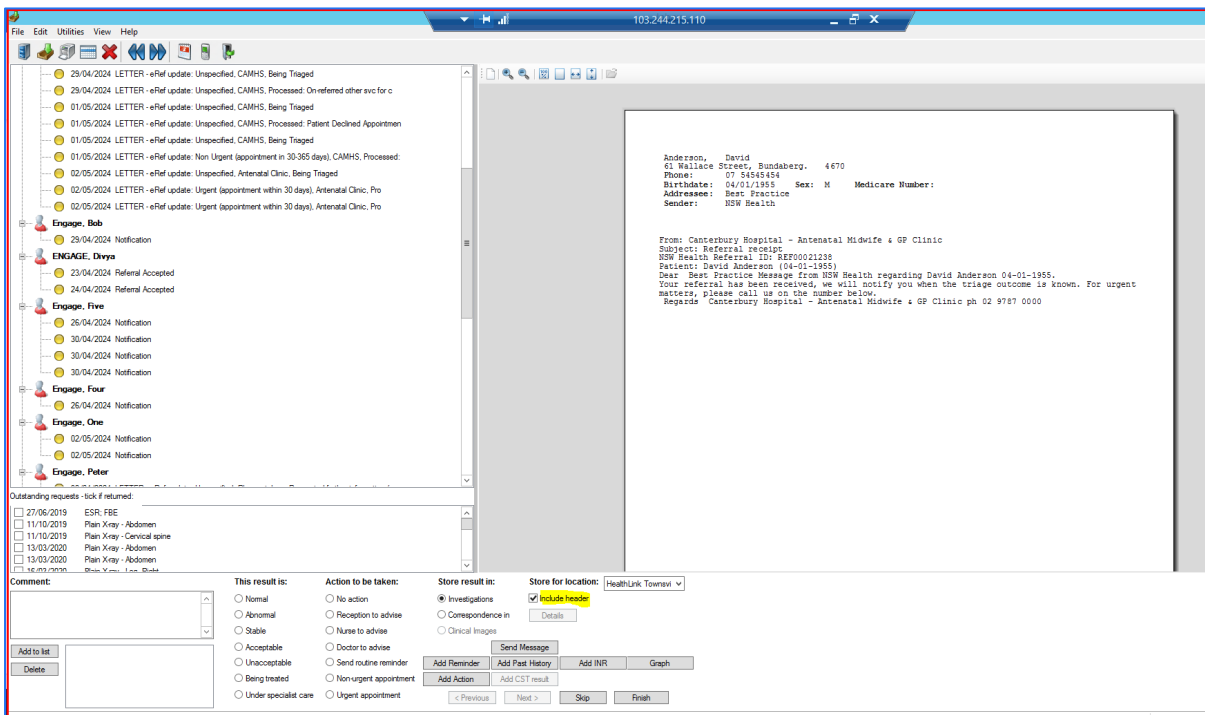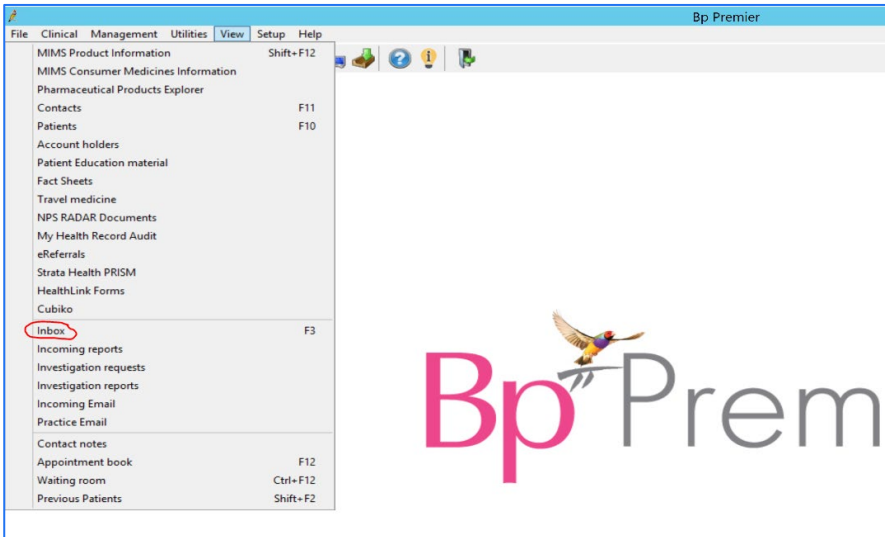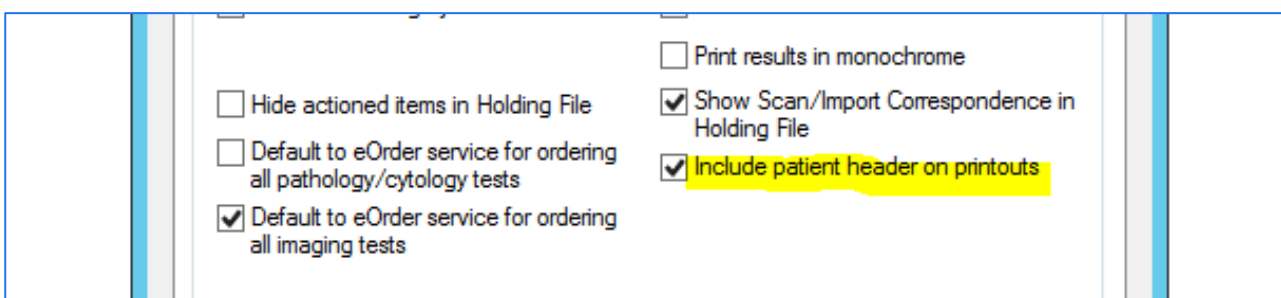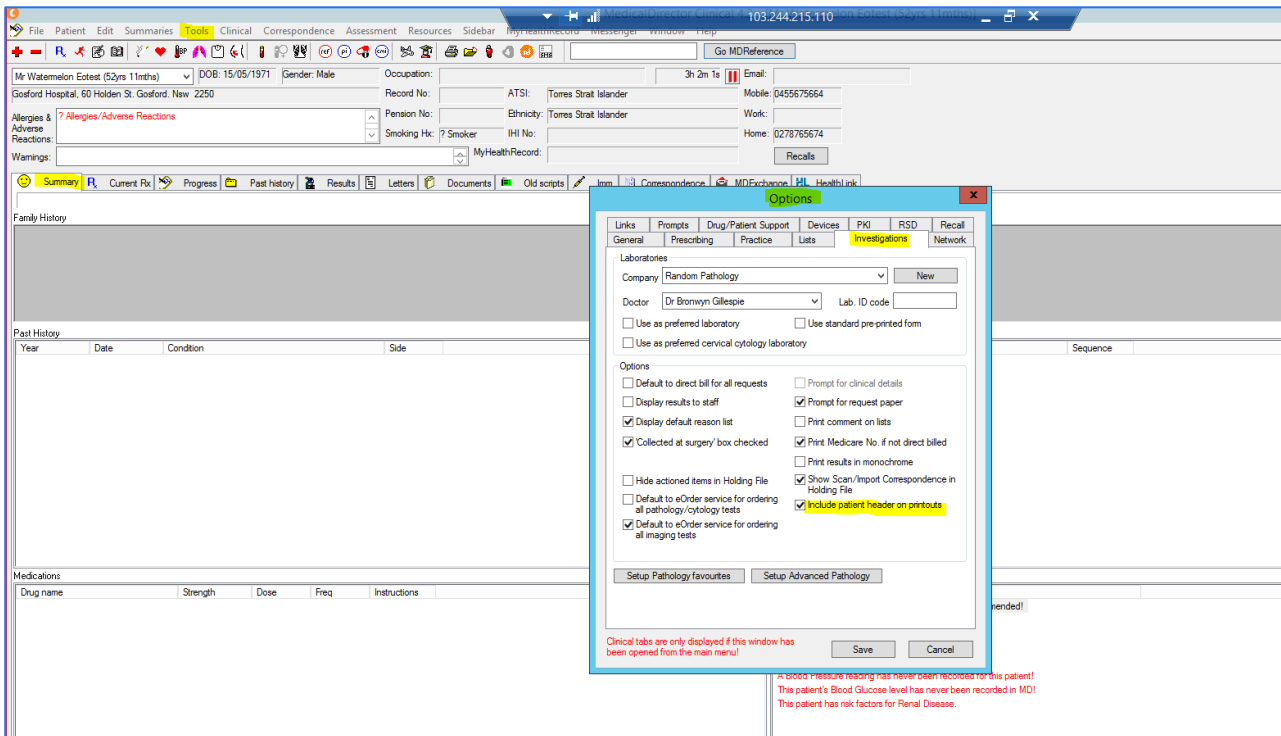
For Best Practice

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.

What do I do if I cannot attach documents?

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

HealthLink Australia
Phone toll free: 1800 125 036
8:00am – 6:00 pm (AEST)
Monday-Friday

Email
helpdesk@healthlink.net

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