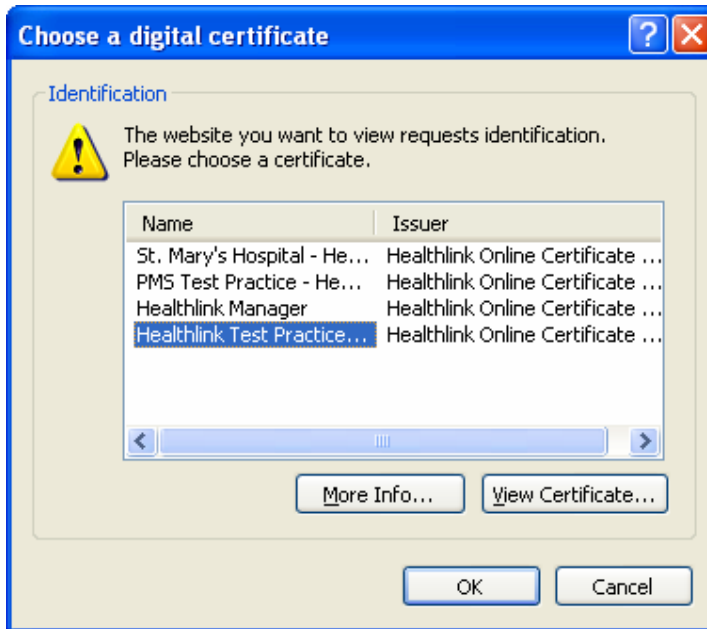


HEALTHLINKONLINE USER GUIDE

To begin, open a web browser and browse to www.healthlink.ie. Click the **Login** button in top right hand corner of the page.

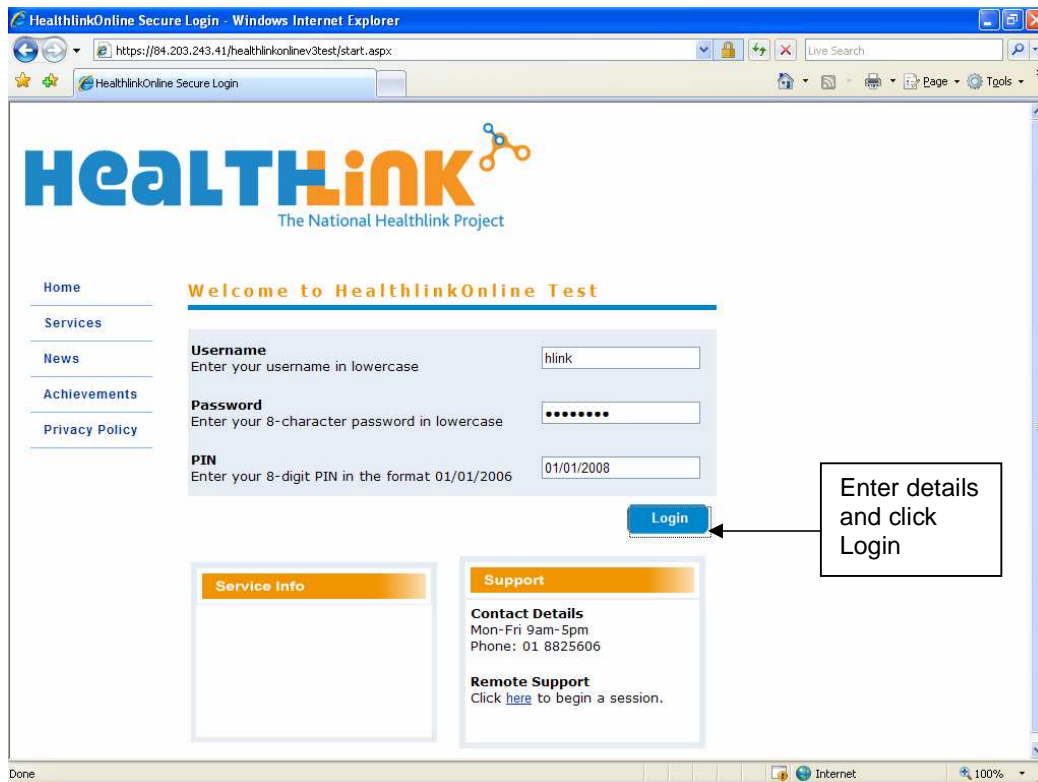


You will be asked to choose a digital certificate which will give you access to your secure HealthlinkOnline account.

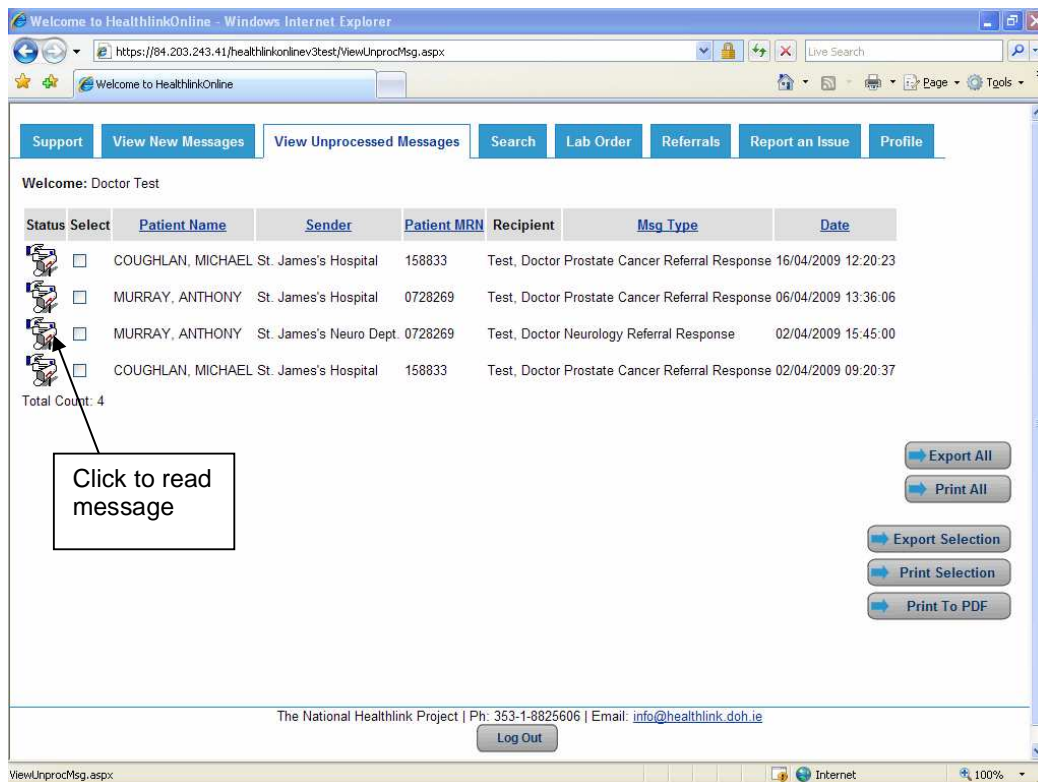


Select your practice certificate and click **OK**.

Enter your **Username, Password & PIN** and click **Login**.



The first page you see is a page of **Unprocessed Messages**. None of these messages have been read, printed or exported into a Practice Management System. To read a message, click once on the post box image underneath Status, as indicated below.



The message opens in a new window. Scroll down to see all details of this Lab result for example:

Message - Windows Internet Explorer
<https://84.203.243.41/healthlinkonlinev3test/View.aspx?id=363566&type=10>

Print Version

HEALTHlink
THE NATIONAL HEALTHLINK PROJECT

Laboratory Result

GP: Doctor Test
 Hospital: LETTERKENNY GENERAL HOSPITAL
 Generated by: The National Healthlink Project
 Date/Time of Message: 31/10/2008 16:12
 Healthlink Message Id: 20083050005453
 Viewed: 20th April 2009 1:35 PM

Patient Demographics:

Patient's Name: TESTFORENAME TESTSURNAME
 Date of Birth: 02/08/1968
 Address: FAIRFIELD HOUSE
 FALMORE
 GLENNEELY
 Tel No:
 Gender: Female
 HIS Patient Id: 1234568

Report Details:

Order Description:	B12 and Folate	Laboratory Discipline:	Biochemistry
Order No (OCN):	H50364	Specimen Receipt date/time:	30/10/2008 15:41
Date/Time of Specimen Collected (Observed):	30/10/2008 15:41		
Specimen Type:			
Result Status:	Final		
Relevant clinical information:			

Test Name:	Result:	Flag:	Reference Range:
------------	---------	-------	------------------

Done Internet 100%

Message - Windows Internet Explorer
<https://84.203.243.41/healthlinkonlinev3test/View.aspx?id=363566&type=10>

Hospital: LETTERKENNY GENERAL HOSPITAL
 Generated by: The National Healthlink Project
 Date/Time of Message: 31/10/2008 16:12
 Healthlink Message Id: 20083050005453
 Viewed: 20th April 2009 1:35 PM

Patient Demographics:

Patient's Name: TESTFORENAME TESTSURNAME
 Date of Birth: 02/08/1968
 Address: FAIRFIELD HOUSE
 FALMORE
 GLENNEELY
 Tel No:
 Gender: Female
 HIS Patient Id: 1234568

Report Details:

Order Description:	B12 and Folate	Laboratory Discipline:	Biochemistry
Order No (OCN):	H50364	Specimen Receipt date/time:	30/10/2008 15:41
Date/Time of Specimen Collected (Observed):	30/10/2008 15:41		
Specimen Type:			
Result Status:	Final		
Relevant clinical information:			

Test Name:	Result:	Flag:	Reference Range:
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Vitamin B12	173 pg/ml	Low	189-883
Folate	13.6 ng/ml		3.0-17.6

TEST COMMENT: Please note NEW reference range.

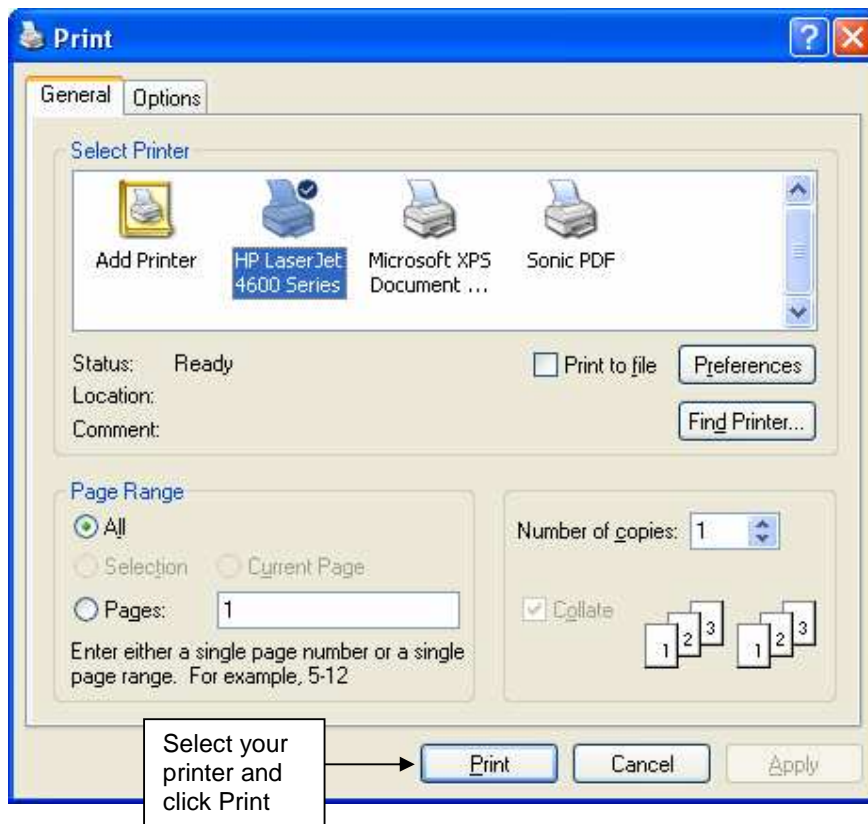
Done Internet 100%

PRINT FUNCTION

To print the message, click on the Print Version button at the top of the window.



A print dialog box opens allowing you to print as normal.



Click the **X** in the top right hand corner to close the message. When you return to the Unprocessed Messages page you will notice the image has changed from a post box to an open book, showing this message has been opened and read.

Alternatively, to print all messages on the page you can click the **Print ALL** button or a selection of messages by ticking the check boxes and clicking **Print Selection**.

Tick here to select messages

Print All button

Print Selection

Status	Select	Patient Name	Sender	Patient MRN	Recipient	Msg Type	Date
	<input type="checkbox"/>	COUGHLAN, MICHAEL	St. James's Hospital	158833	Test, Doctor Prostate Cancer Referral Response	16/04/2009 12:20:23	
	<input type="checkbox"/>	MURRAY, ANTHONY	St. James's Hospital	0728269	Test, Doctor Prostate Cancer Referral Response	06/04/2009 13:36:06	
	<input type="checkbox"/>	MURRAY, ANTHONY	St. James's Neuro Dept.	0728269	Test, Doctor Neurology Referral Response	02/04/2009 15:45:00	
	<input type="checkbox"/>	COUGHLAN, MICHAEL	St. James's Hospital	158833	Test, Doctor Prostate Cancer Referral Response	02/04/2009 09:20:37	

Total Count: 4

Export All
Print All
Export Selection
Print Selection
Print To PDF

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Log Out

EXPORT FUNCTION

To export all your Unprocessed Messages scroll down to the bottom of the page and click the **Export All** button.

Welcome to HealthlinkOnline - Windows Internet Explorer

https://84.203.243.40/ViewUnprocMsg.aspx

Support View New Messages View Unprocessed Messages Search Lab Order Referrals Report an Issue Profile

ATTN: All Dynamic GP Users Helix Health have notified us of an integration problem with the latest version of Dynamic. We recommend you do not integrate any results until you speak to Helix Health.

Welcome: PMS Test

Status	Select	Patient Name	Sender	Patient MRN	Recipient	Msg_Type	Date
	<input type="checkbox"/>	TOMKINS, RENA	UNIVERSITY COLLEGE HOSPITAL GALWAY	31179APE	Test, PMS Lab Result: Microbiology	14/11/2007 09:50:00	
	<input type="checkbox"/>	O'BRIEN, HELEN	UNIVERSITY COLLEGE HOSPITAL GALWAY	16852HNGY	Test, PMS Lab Result: Microbiology	14/11/2007 09:50:00	
	<input type="checkbox"/>	DUNNE, MARGARET	UNIVERSITY COLLEGE HOSPITAL GALWAY	0632076	Test, PMS Lab Result: Microbiology	14/11/2007 09:50:00	
	<input type="checkbox"/>	DUNNE, CHARLES	UNIVERSITY COLLEGE HOSPITAL GALWAY	4109CSOL	Test, PMS Lab Result: Microbiology	14/11/2007 09:40:00	
	<input type="checkbox"/>	DOM, ANN	MATER MISERICORDIAE HOSPITAL	0129853	Test, PMS Radiology Result	15/08/2007 09:45:00	
	<input type="checkbox"/>	SMITH, SANDRA	MATER MISERICORDIAE HOSPITAL	0303660	Test, PMS Lab Result: Biochemistry	15/08/2007 09:09:00	
	<input type="checkbox"/>	KENNEDY, JOHN	MATER MISERICORDIAE HOSPITAL	0801253	Test, PMS OPD Appointment	11/08/2007 06:32:00	

Total Count: 7

Export All

Export All Print All Export Selection Print Selection

A Message Export Confirmation page opens giving the number of messages you have chosen to export.

Message - Windows Internet Explorer

Message Export Confirmation

You have chosen to export 7 message(s). Please select EXPORT ALL to proceed with the export or [click here](#) to close this window return to the previous view.

Export All

Select

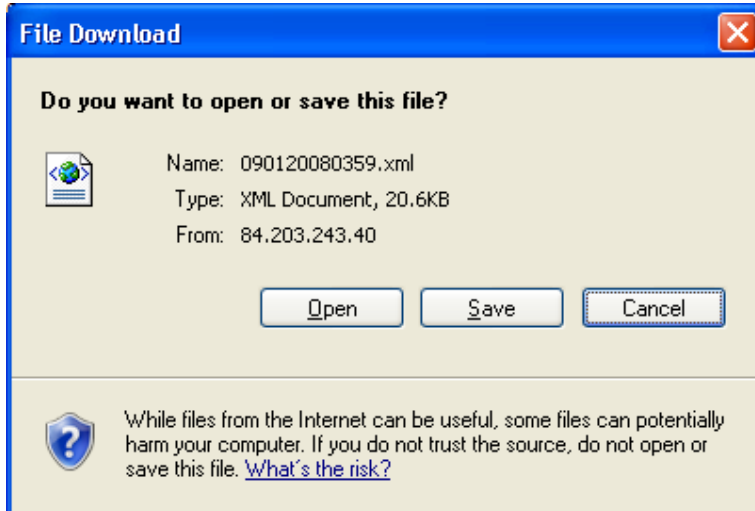
Messages in this export job will no longer appear in future refreshes of the unprocessed view. Please ensure that you have processed these messages as required.

Close

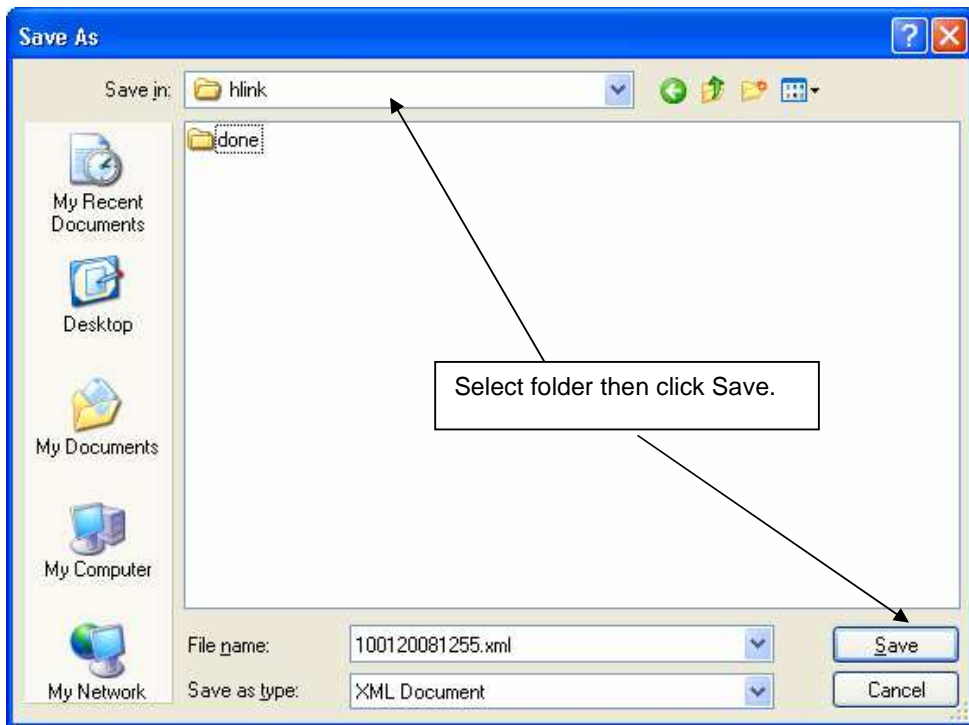
Put a dot in **Export All** and click **Select**.



Next, a File Download message opens and you are asked if you want to open or save the file, click **Save**.



You must now choose where to save the file. Each Practice Management System has a dedicated pick up folder. Browse to this location by clicking on the drop down arrow beside 'Save in'. The file name is automatically entered for you (date & time.xml) so you don't need to change this. Click **Save** to complete.

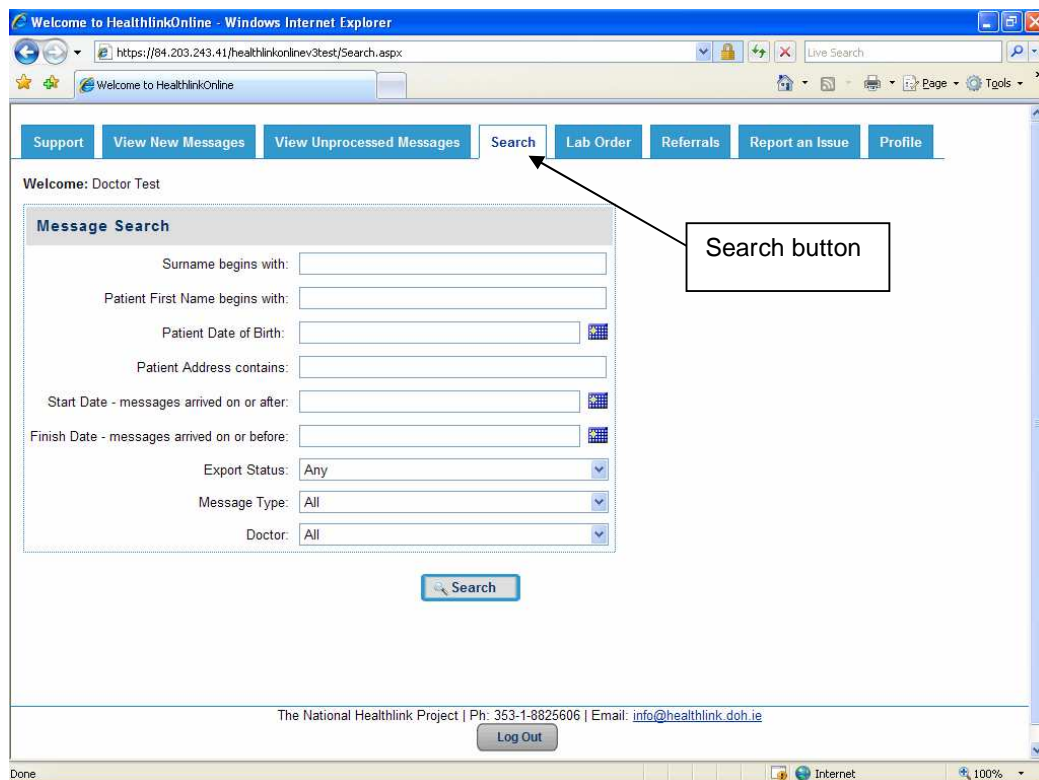


You may get a **Download Complete** message when the file has finished saving. Click **OK** to this and then close the Message Export Confirmation window. Note: after exporting the messages they will no longer be viewable in the Unprocessed Messages view.

It is also possible to export individual messages or a selection of messages by ticking the check boxes and clicking **Print Selection**. Then follow the same steps as outlined above.

SEARCH FUNCTION

All messages are stored in your account for 3 months so at any time you can retrieve these using the Search form. Click the **Search** button across the top menu to perform a search.



There are a number of ways to search such as patient name, DOB, date of message or message type eg. Haematology lab result as shown below.

Enter your criteria and click the **Search** button at the bottom of the form.

The screenshot shows the 'Message Search' form in a web browser. The form includes several input fields and dropdown menus for filtering search results. The 'Discipline' dropdown is currently open, showing a list of medical specialties with 'Haematology' selected.

Search Criteria:

- Surname begins with:
- Patient First Name begins with:
- Patient Date of Birth:
- Patient Address contains:
- Start Date - messages arrived on or after:
- Finish Date - messages arrived on or before:
- Export Status: Any
- Message Type: Lab Result
- Abnormal Flag: Any
- Discipline: Haematology (selected)
- Doctor:
 - All
 - Biochemistry
 - Endocrinology
 - Haematology (selected)
 - Histology
 - Immunology
 - Microbiology
 - Serology

Footer: The National Healthlink Project | Ph: 353-1-8825606 | Email: info@healthlink.doh.ie

All results of this type are returned:

The screenshot shows the search results page. A table displays the search results, with one row highlighted in orange to indicate an abnormal numerical result. The table includes columns for Status, Patient Name, Sender, Patient MRN, Recipient, Message Type, and Date.

Status Select	Patient Name	Sender	Patient MRN	Recipient	Msg Type	Date
<input type="checkbox"/>	GEOGHEGAN, MIRIAM	MATER MISERICORDIAE HOSPITAL	0225629	Test, Doctor	Lab Result: Haematology	29/10/2008 11:41:00
<input type="checkbox"/>	O Higgins, Eileen	MULLINGAR	HAE324573529100810255610	Test, Doctor	Lab Result: Haematology	29/10/2008 10:25:00

Total Count: 2

Actions:

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Note the result highlighted in orange is an abnormal numerical result.

There are a number of other services available in HealthlinkOnline, such as Lab Order and Referrals. Please see individual user guides for information on these.

The screenshot shows the HealthlinkOnline interface in a Windows Internet Explorer browser window. The address bar displays the URL: <https://84.203.243.41/healthlinkonlinev3/test/ViewUnprocMsg.aspx>. The page title is "Welcome to HealthlinkOnline".

At the top, there is a navigation menu with buttons for: Support, View New Messages, View Unprocessed Messages, Search, Lab Order, Referrals, Report an Issue, and Profile. The "Lab Order" and "Referrals" buttons are highlighted with arrows pointing to callout boxes.

Below the navigation menu, the user is greeted with "Welcome: Doctor Test". A table lists unprocessed messages:

Status	Select	Patient Name	Sender	Patient MRN	Recipient	Msg Type	Date
	<input type="checkbox"/>	COUGHLAN, MICHAEL	St. James's Hospital	158833	Test, Doctor Prostate Cancer Referral Response	16/04/2009 12:20:23	
	<input type="checkbox"/>	MURRAY, ANTHONY	St. James's Hospital	0728269	Test, Doctor Prostate Cancer Referral Response	06/04/2009 13:36:06	
	<input type="checkbox"/>	MURRAY, ANTHONY	St. James's Neuro Dept.	0728269	Test, Doctor Neurology Referral Response	02/04/2009 15:45:00	
	<input type="checkbox"/>	COUGHLAN, MICHAEL	St. James's Hospital	158833	Test, Doctor Prostate Cancer Referral Response	02/04/2009 09:20:37	

Below the table, it says "Total Count: 4".

On the right side of the page, there are several action buttons: Export All, Print All, Export Selection, Print Selection, and Print To PDF.

At the bottom of the page, there is a footer with the text: "The National Healthlink Project | Ph: 353-1-8825606 | Email: info@healthlink.doh.ie" and a "Log Out" button.

Two callout boxes with arrows pointing to the "Lab Order" and "Referrals" buttons contain the text: "Click here to place a Lab Order" and "Click here to place a Referral" respectively.