# Quick Guide: Creating an eReferral

## Step 1

**Open your web browser** and paste the below link into the search bar

My HealthLink Workplace

HealthLink

## Step 2

Log into HealthLink with your **Username and Password***

You have logged out. Login to access

User name

Password

Login

Forgotten password

*you must be registered with HealthLink to receive a username and password

## Step 3

To refer to a Specialist click on the '**Refer to Private Specialist**' link next to Specialists & Referrals

SR Specialists & Referrals

Refer to Private Specialist

## Step 4

Search for the **Specialist** or by **Specialty**

Enter Specialist Name

Select a Category

Enter Suburb or Telehealth    Distance 10    km

Enter Keyword

🔍 SEARCH SPECIALISTS

## Step 5

Select the red **E-REFER** icon*

Results for: Dr Test Provider

1 Results Found

☐ Urgent Appointments Available    ☐ Telehealth Available

**Dr Test Provider**

📍 Townsville

🖥 E-REFER

✉ Email Patient

🔍 VIEW PROFILE

*If the E-REFER option is not available, you'll be able to refer manually through HealthLink

## Step 6

Choose which **location** to begin the eReferral

Dr Test Provider

Choose Location

📍 **HealthLink Testing**
HealthLink Testing: 4/49 Eyre St, Townsville QLD 4810

* Click Location Above to Select    CANCEL

## What is eReferral?

eReferrals are a way to send secure, electronic referral communication between primary health care providers, hospitals, specialists and allied health practitioners.

eReferrals are powered by HealthLink Smartforms which is seamlessly integrated into existing general practice clinical software packages.

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