

# ADHB GP Forms Release Notes

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## Introduction

There are two new Referral Forms included in the Connected Care module:

- ADHB Referral Form – it is preferred that you use this form when referring to services provided by ADHB. Note that if you refer to the Auckland Diabetes Centre additional fields are displayed in the form prompting you to enter specific patient information relating to this service.
- Generic Referral Form – this form may be used when referring to services provided by another District Health Board (DHB) or private provider. Please note that the Health software used by the receiving service must be capable of processing the Healthdoc message format.

These forms may be submitted electronically via the Healthlink secure network (as long as the recipient has an EDI account) or printed and sent via fax.

ADHB's Referral Office can electronically receive referrals sent with the new form. When a GP selects the Submit button the referral form will automatically be sent via Healthlink to the ADHB Referrals office. The GP can check that the referral has been sent successfully in the **Messages Lodged** window within MedTech.

## Features

### USABILITY

**Pre-population:** Any Patient, Clinical or Provider details that are already held in MedTech32, and which are relevant to the referral, are automatically pulled through and displayed in the Referral form. Pre-population of such information reduces referral creation time and the risk of manual input errors.

There are several mandatory fields to ensure that the referral contains sufficient information for triage.

Information updated into MedTech after the referral has been created (and prior to sending) can be refreshed into the referral by selecting the **Refresh** button.

Incomplete or incorrect details on the referral form are marked in red. The form is automatically validated and **checked for completeness** immediately prior to sending the referral otherwise the form can be manually validated by selecting the **Validate** button. This validation function will reduce the possibility of the ADHB Referral Office rejecting a referral due to insufficient information.

An incomplete referral may be saved and finished at a later time. To save an incomplete referral, select the **Park** button. Please note that details added to the patient's notes while a referral is parked are not automatically added to the form unless the Refresh button is selected after reopening the form.

**Inbox documents** (including diagnostic reports, discharge summaries and scanned documents) as well as **image** files can be attached to the referral.

### PRINTED REFERRAL

**Patient Safety:** Each page of every referral displays the patient's NHI, name and Date of Birth. It also displays the referral's unique ID, page number and the total number of referral pages.