QUICK START GUIDE

HealthLink Technical Support

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1800 125 036

Contact

If you have questions relating to the Approval to Prescribed Controlled Medicines Application, please contact:

hps@act.gov.au
02 6205 1700

HealthLink Certainty in Care

APPLICATION FOR ACT APPROVAL TO PRESCRIBE CONTROLLED MEDICINES

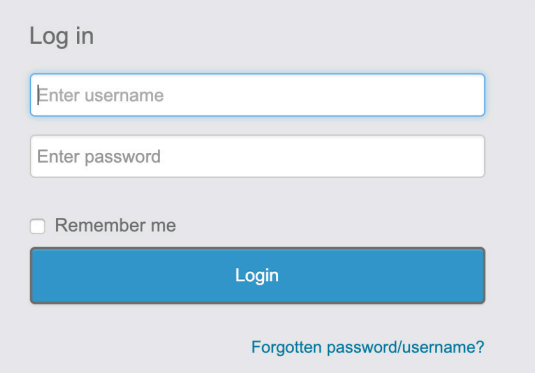
The electronic approval to prescribe controlled medicines application has been designed to make it easier for you to seek approval for your patients electronically. This quick start guide has been developed to help you access and complete the form from the MyHealthLink portal.

ACT Government
Health

1. Log into MyHealthLink

You can access MyHealthLink via the *https://myhealthlinknet¹URL*. Enter your MyHealthLink username and password and select the **Login** button.

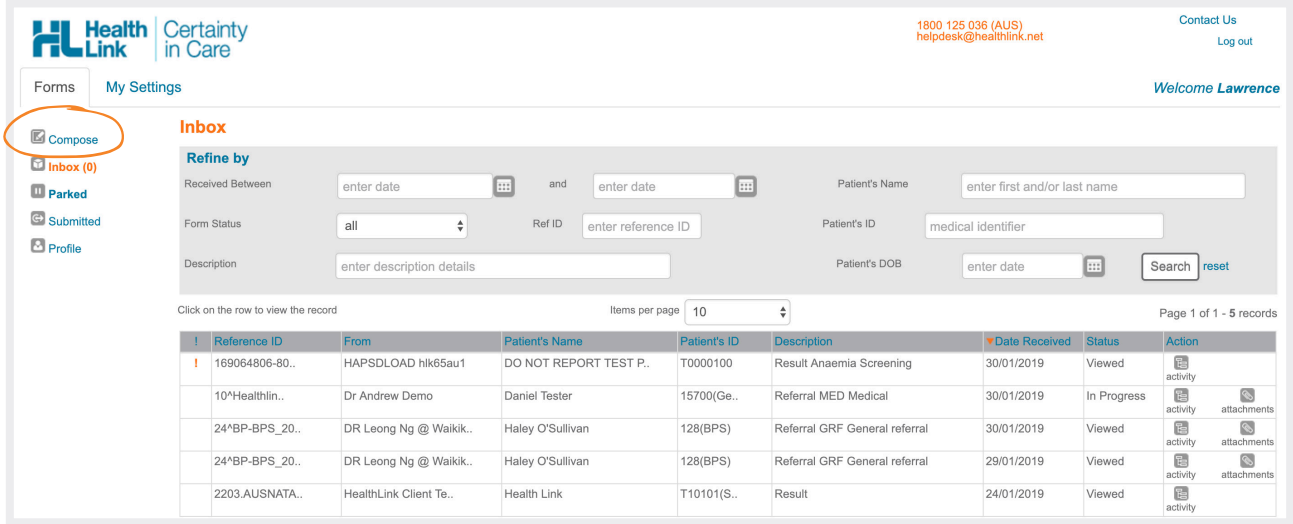
On login, you will be presented with the Inbox. If you have received any messages, they will be listed here. Please refer to the **Portal Inbox** edition for more information.



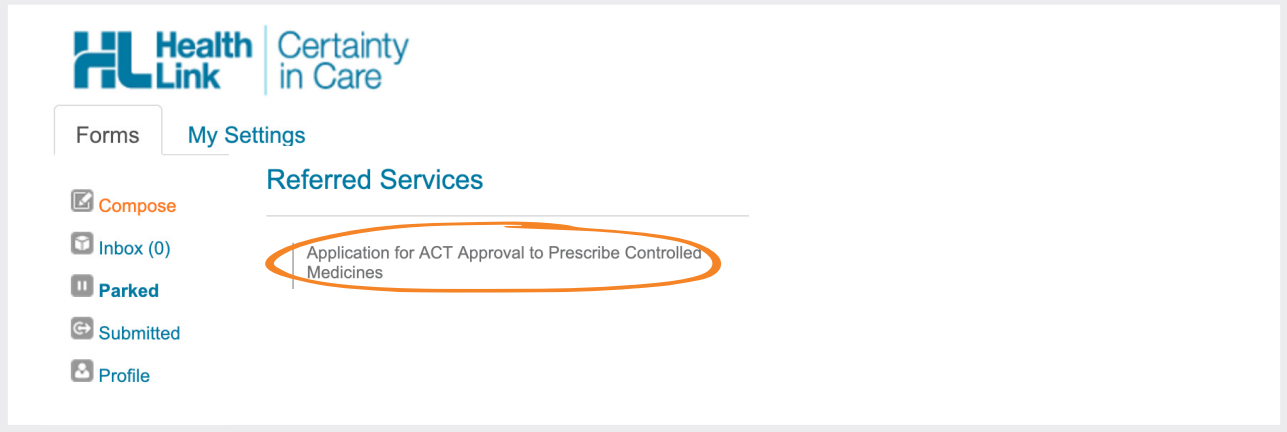
Note - 1: *a pop-up may appear asking you to select a valid certificate. To submit messages in MyHealthLink Portal, you will need to select the Certificate you were supplied during the registration process.*

2. Go to the form's home page

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

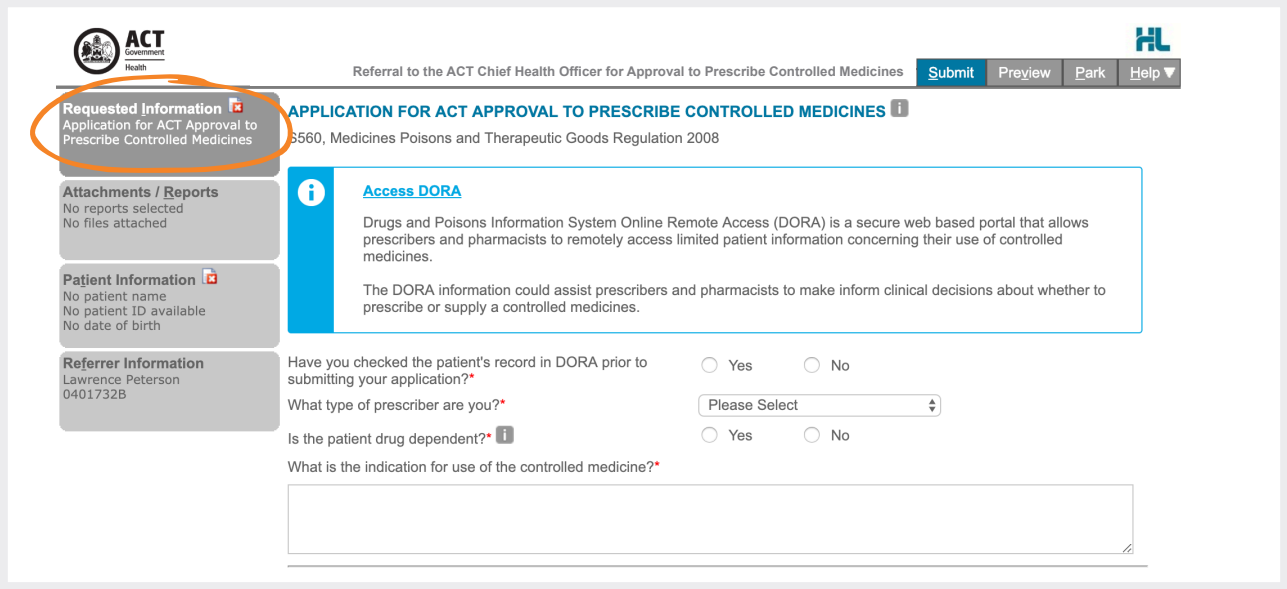


Under the Referred Services section within the HealthLink Homepage, click on the form that you want to open.



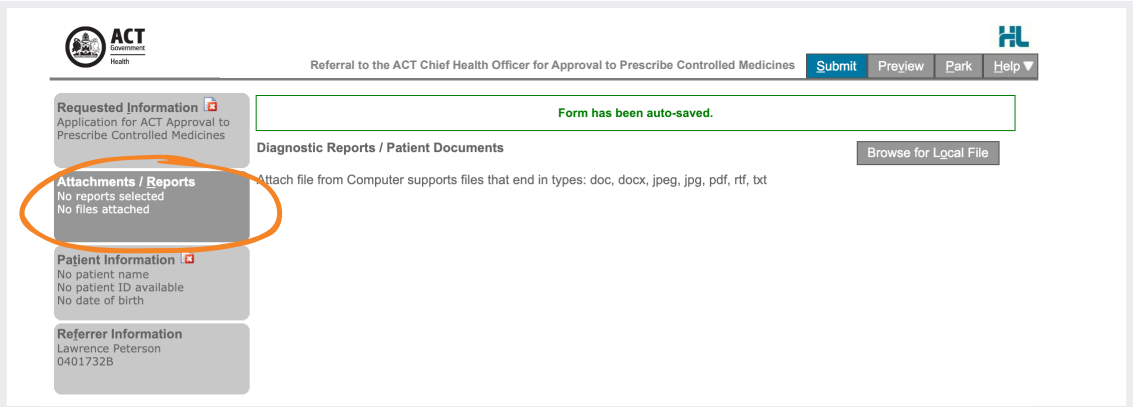
3. Complete the Form

The form will be displayed for you to complete. You can Park the form to save that is in progress. Depending on the selections you've made, additional fields will appear allowing you to include the relevant information necessary.



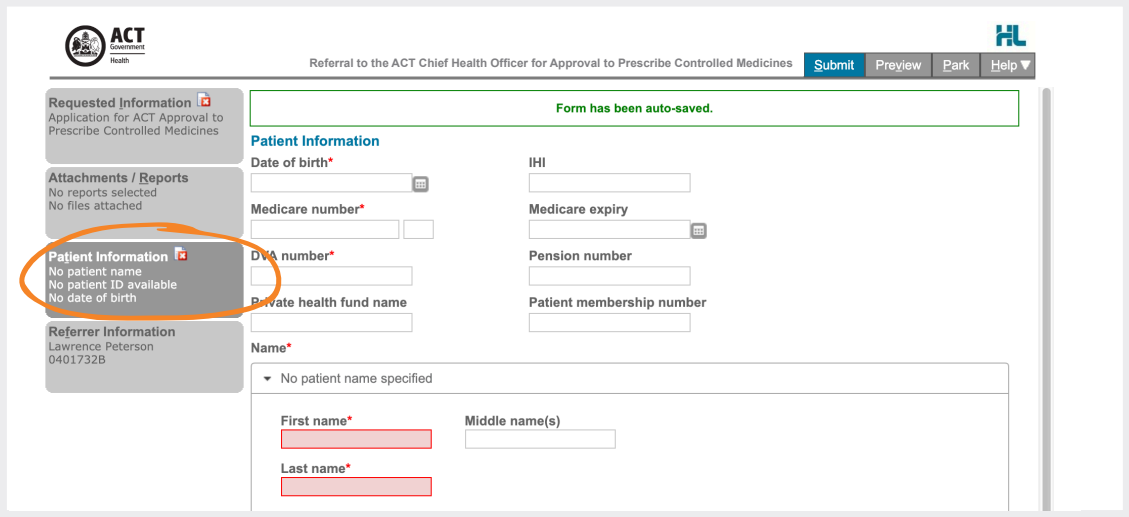
4. Include the relevant attachments

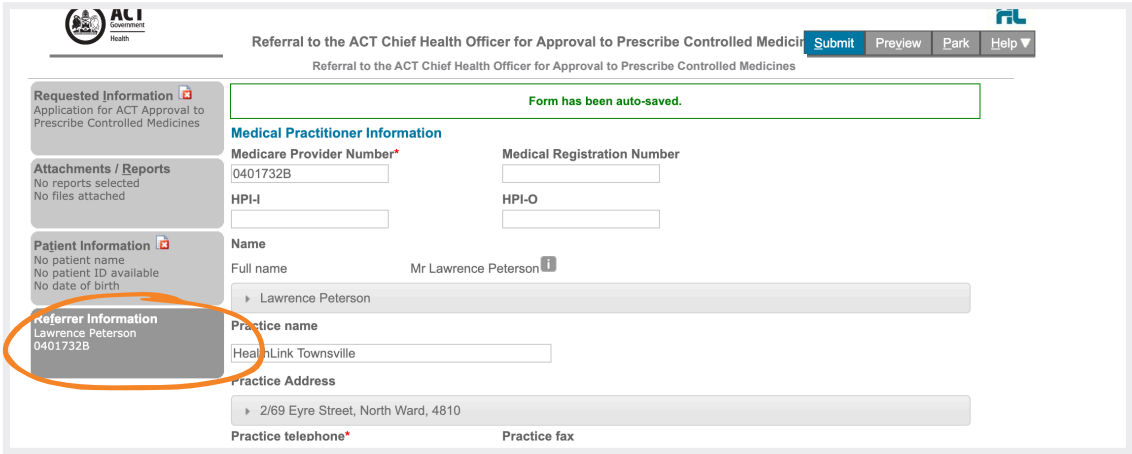
The **Attachments / Reports** tab will enable you to attached suporting dcuments for the application. You can browse for files tored in your local drive by clicking on the **Browse for Local File** button.



5. Ensure patient and referrer information is correct

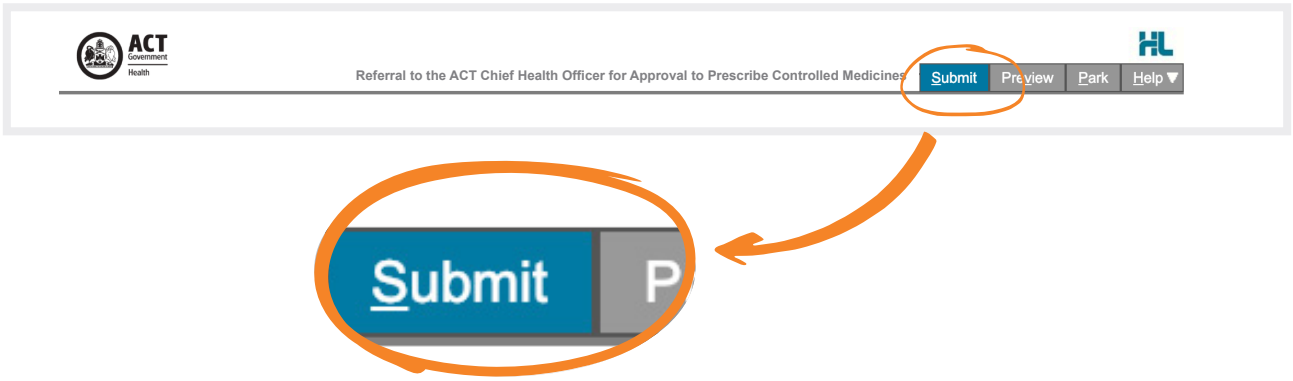
With the **Patient Information** and **Referrer Details** tabs, you need to ensure that the information is correct. If a piece of required information is incorrect, the form will notify you to complete or correct it.





6. Submit your Form

Click on **Submit** when you are ready to send your form. This will safely and securely send the form electronically via HealthLink and you will see a copy of the completed form containing an acknowledgement of receipt.

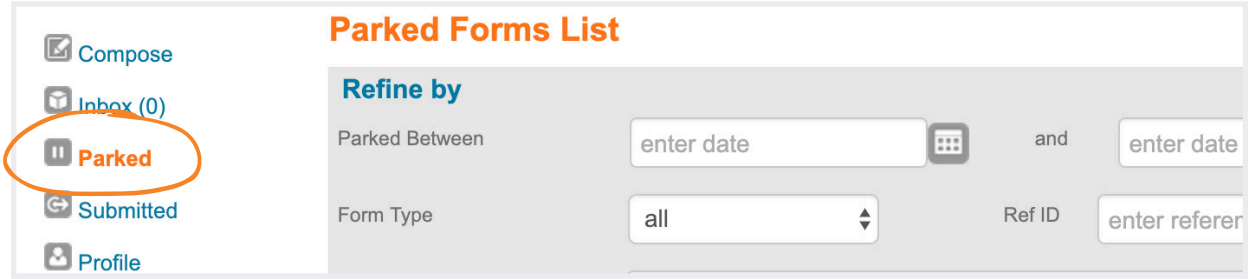


If needed, you can print a copy by right-clicking on any area of the submitted forms and choosing **Print**.
Note that it is not necessary for the printed copy to be sent or taken to the hospital.

Hints & Tips

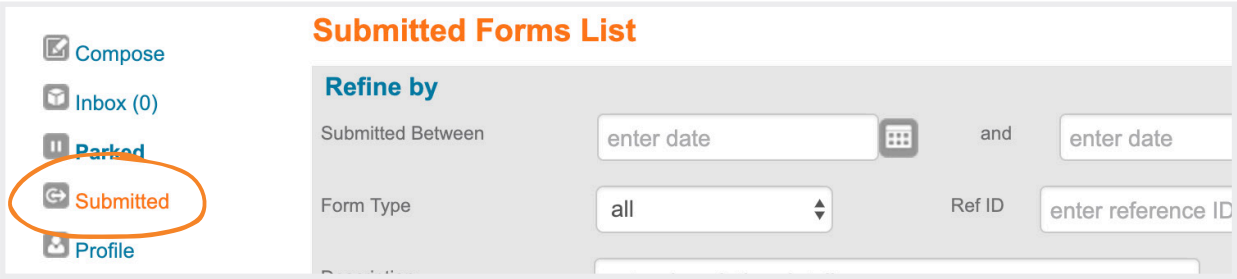
a. Access parked forms

If your attention is required elsewhere, you are to park the form to save your progress to complete later. The park form can be found in the Parked Forms list (select ***Parked*** on the menue options).



b. Access sumitted forms

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



To learn more, please call customer support on on 1800 125 036 or email helpdesk@healthlink.net.

To learn more about how HealthLink can help you exchange patient information quickly, reliably and securely, contact customer service on 1800 125 036.

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