Submitting a neurophysiology test request

The process for submitting a neurophysiology test request has undergone significant improvements and we has changed to a solely digital pathway.

The correctly completed form is required before an EEG test can be performed.

Download the correct digital form

1. Download the **Request for Paediatric EEG** form (pdf) to your computer (do NOT complete in your web browser, you MUST download first): https://childrens.health.qld.gov.au/wp-content/uploads/referral-templates/Request-for-Paediatric-EEG.pdf

The form is available on Queensland Health Intranet (QHEPS) for Queensland Health employees and by searching for Neurophysiology tests on the Children's Health Queensland website for non-QH referring doctors.

Note: Hand-written forms will NOT be accepted.

IMPORTANT: You must have Adobe Acrobat Reader (version 2017 or later) installed on your computer to be to open and complete the form.

Complete and submit the form

All drop down boxes and mandatory fields (red highlighted boxes) must be completed. Each form field is required for appropriate triaging of the request.

2. **Open your default email** application (e.g Outlook, Mail) on your computer **prior to filling out the form.** Once the 'submit' button on the form is clicked, **the form automatically attaches as a PDF to an email in your application**.

3. Open the form pdf with Adobe Acrobat Reader.

4. **Complete all drop-down boxes and mandatory fields. The request form will not be processed if the form is incomplete.** If the form is incomplete when submitted, the referring doctor will be contacted and asked to amend and resubmit the request form.

5. Once complete, use the 'SUBMIT' button at the bottom of the form to submit your request. **Upon clicking 'submit' the form locks, so it is important to fully complete all fields to ensure you don't need to start again at the beginning.** The form will be automatically attached as a pdf file to an email generated from your email account and sent to CHQ_NEURO_TEST@Health.qld.gov.au

6. If the SUBMIT button does not automatically send the form to us (you can check by navigating to your email 'Sent' folder if there is not a corresponding email in this location it hasn't worked). If the Submit button is not functioning, please save the completed form as a pdf and email it directly to CHQ_NEURO_TEST@Health.qld.gov.au

Contact us

If you have any questions about your submission, please contact us via:

t 07 3068 2880 | e CHQ_NEURO_TEST@health.qld.gov.au