

# Printing Referrals

## Access the Referral List

The screenshot shows the top navigation bar with 'Referral List' highlighted in a red box. Below it, the 'Options Panel' is visible, showing filters for 'Date Range' (04-01-2018 to 05-03-2018) and 'Display Format' (All Patients Active Referrals). A table of referrals is displayed below, with columns for Patient Name, Referred To, Date of Referral, Status, and Referred Type.

Patient Name	Referred To	Date of Referral	Status	Referred Type	To Service	To Locat...	From Service	From Locat...	Schedu...	Exp D...	To Facil...	From Facil...
TEST, DANIELLE	Harvey, Kristen	04-20-2018	Pending	Internal	Cardiology	Suite O Clinic			No		SUNY Down...	SUNY Downsta...
TEST, DANIELLE	Harvey, Kristen	04-20-2018	Pending	Internal	Cardiology	Suite O Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Marmur, Jonat...	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Birbaum, Jeff...	04-20-2018	Pending	Internal		Suite AA Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Birbaum, Jeff...	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, STU PSPTHR	Birbaum, Jeff...	04-20-2018	Pending	Internal		Suite AA Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Banerji, Mary	04-20-2018	Pending	Internal		Suite B Clinic	Internal Medicine		No		SUNY Down...	SUNY Downsta...
TEST, CISTE	Anziska, Yaacov	04-20-2018	Pending	Internal		Suite J Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Banerji, Mary	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Harvey, Kristen	04-20-2018	Accepted	Internal	Cardiology	Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Harvey, Kristen	04-20-2018	Accepted	Internal	Cardiology	Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, REFERRAL	CHALLA, T	04-20-2018	Accepted	Outgoing		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	CHALLA, T	04-20-2018	Pending	Outgoing		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Bishop, Denise	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Birbaum, Jeff...	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Birbaum, Jeff...	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	External Doctor	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	Banerji, Mary	04-20-2018	Accepted	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	External Doctor	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, FAMILYPR...	External Doctor	04-20-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
BANNER, BRUCE	GARNIER, ERNEST	04-18-2018	Pending	Internal	Neurology	Suite B Clinic			No		SUNY Down...	SUNY Downsta...
BANNER, BRUCE	GARNIER, ERNEST	04-18-2018	Pending	Outgoing		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
WOMAN, WGN...	Physicianamb. SU...	04-18-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
TEST, HULK	Physicianamb. SU...	04-18-2018	Pending	Internal		Suite B Clinic			No		SUNY Down...	SUNY Downsta...
WITCH, SCARLET	Physicianamb. SU...	04-13-2018	Pending	Internal	Cardiology	Suite O Clinic	Epilepsy		No		SUNY Down...	SUNY Downsta...

## Highlight the referral and click "Send"

The screenshot shows the same referral list as above, but with the first row (TEST, DANIELLE) highlighted in red. The 'Send' button in the 'Quick Actions' column is circled in red, and a red arrow points to it. The 'Options Panel' on the left shows the 'Date Range' filter set to 04-01-2018 to 05-03-2018.

## Select the "Referral Request/Response Report (Print) template and click Print

The screenshot shows the 'Send Referral - TEST, DANIELLE (Female)' dialog box. The 'Select Report' dropdown menu is open, and 'SUNY Referral Request Report (Print)' is selected. A red arrow points to this option. Another red arrow points to the 'Print' button at the bottom of the dialog box. A red box highlights the 'Save as my default' checkbox, which is unchecked, with the text 'uncheck "save as my default"'. Another red box highlights the 'SUNY Referral Request Report (Print)' option with the text 'select "Referral Request Report" or "Referral Response Report"'. The 'Print' button is circled in red.

If you have additional questions or concerns please call the "Global HelpDesk" at 7182704357 option # 1