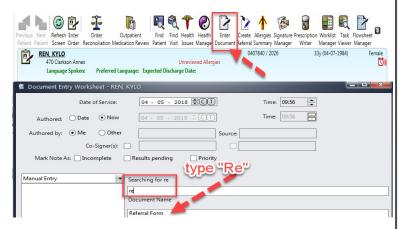# Working with Referral Manager (External)
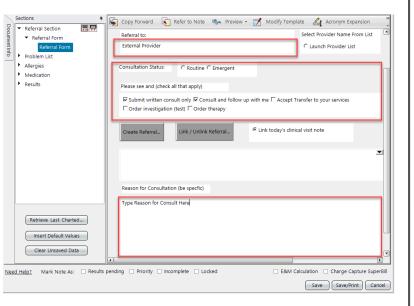
Understanding the Referral Module

Referral Management is the end to end process which facilitates creation of a patient referral by a care provider to a specialist, linking of clinical documents to send with the referral request, the ability to monitor and manage referrals, linking of consult result or evaluation and treatment documents to send back to the referring provider, and the ability to fax or print the referral and linked clinical request or response documents.
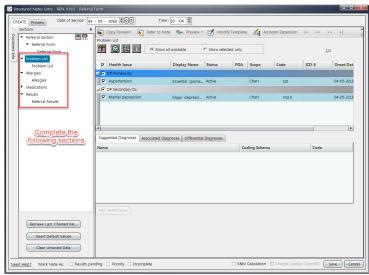
Sending External Referrals

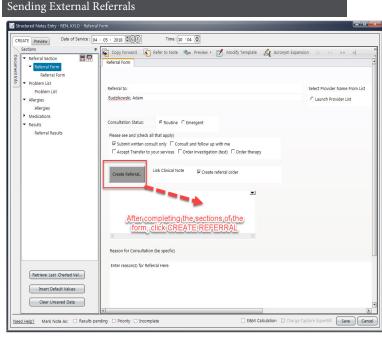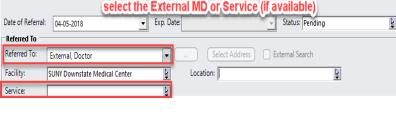Create a Referral Form by clicking on "Enter Document"

type "Re"

Document the following sections in the Referral Form:

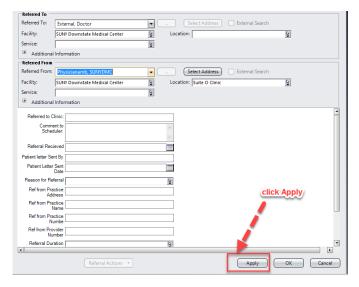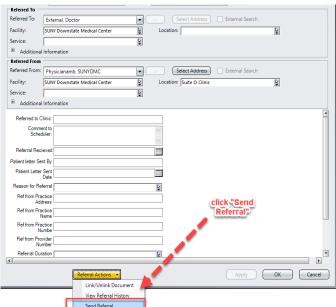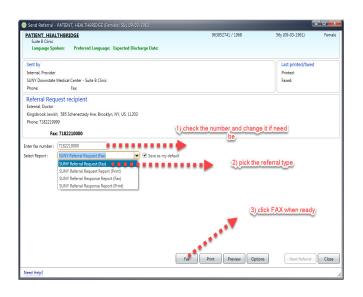Complete the remaining sections of the Referral Form:

Complete the following sections

Sending External Referrals

After completing the sections of the form, click CREATE REFERRAL

select the External MD or Service (if available)

if the external provider/ service is not listed, use "Outside Private Referrals"

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

Quick Reference Guide

Working with Referral Manager (External)

Check the time stamp:

click Apply

click "Send Referral"

Referral Actions
Link/Unlink Document
View Referral History
Send Referral

Click "Save" to complete the Referral Form

click SAVE

Acknowledge the Referral Order

1) check the number and change it if need be

2) pick the referral type

3) click FAX when ready

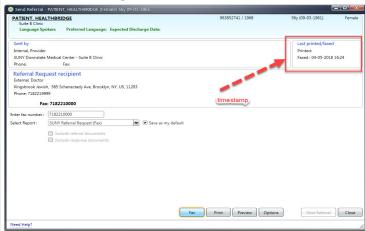**If you have additional questions or concerns please call the "Global HelpDesk" at 7182704357 option # 1**

Quick Reference Guide