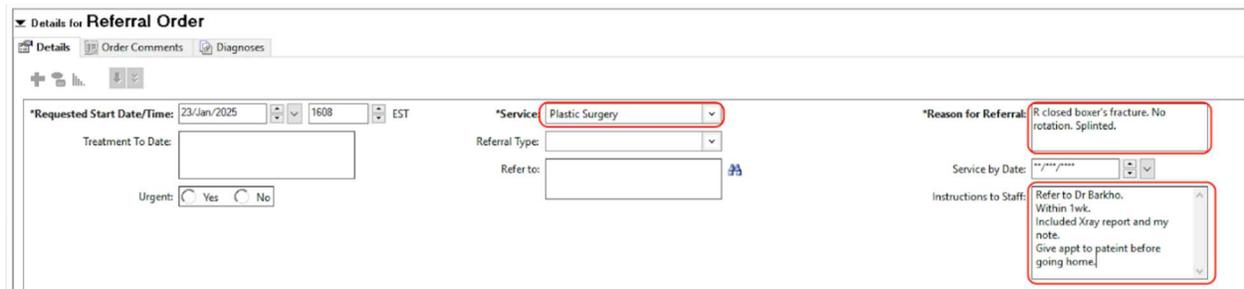


WARD CLERKS OR NURSES

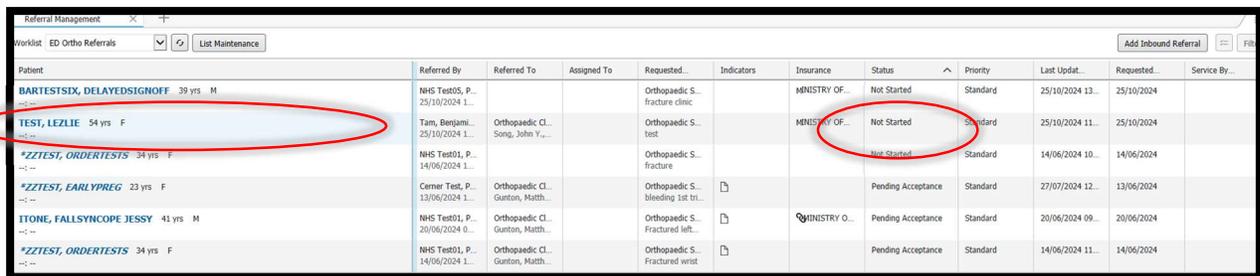
Physicians will complete the referral order. In the instructions to staff, they will indicate where the referral should go to along with any necessary documentation.



Staff will find the referral on the referral list. Follow the steps below to edit the referral.

1. Click in the blue box for the referral you would like to process.

Note: Do not click on patient name, that will launch you into the chart.

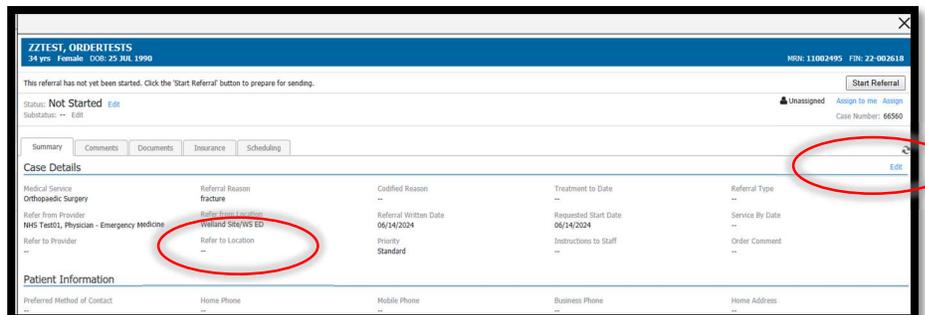


| Patient | Referred By | Referred To | Assigned To | Requested... | Indicators | Insurance | Status | Priority | Last Updat... | Requested... | Service By... |
|-----------------------------------|------------------|-------------------|-------------|------------------|------------|-----------------|--------------------|----------|------------------|--------------|---------------|
| BARTESIX, DELAYDSIGNOFF 39 yrs M | NHG Test05, P... | Orthopaedic S... | | Orthopaedic S... | | MINISTRY OF... | Not Started | Standard | 25/10/2024 13... | 25/10/2024 | |
| TEST, LEZLIE 54 yrs F | Tam, Benjami... | Orthopaedic CL... | | Orthopaedic S... | | MINIS...Y OF... | Not Started | Standard | 25/10/2024 11... | 25/10/2024 | |
| *ZZTEST, ORDERTESTS 34 yrs F | NHG Test01, P... | Orthopaedic S... | | Orthopaedic S... | | | Not Started | Standard | 14/06/2024 10... | 14/06/2024 | |
| *ZZTEST, EARLYPREG 23 yrs F | Cemer Test, P... | Orthopaedic CL... | | Orthopaedic S... | | | Pending Acceptance | Standard | 27/07/2024 12... | 13/06/2024 | |
| ITONE, FALLSYNCOPE JESSY 41 yrs M | NHG Test01, P... | Orthopaedic CL... | | Orthopaedic S... | | MINISTRY O... | Pending Acceptance | Standard | 20/06/2024 09... | 20/06/2024 | |
| *ZZTEST, ORDERTESTS 34 yrs F | NHG Test01, P... | Orthopaedic CL... | | Orthopaedic S... | | | Pending Acceptance | Standard | 14/06/2024 11... | 14/06/2024 | |

2. The referral case details window will open.

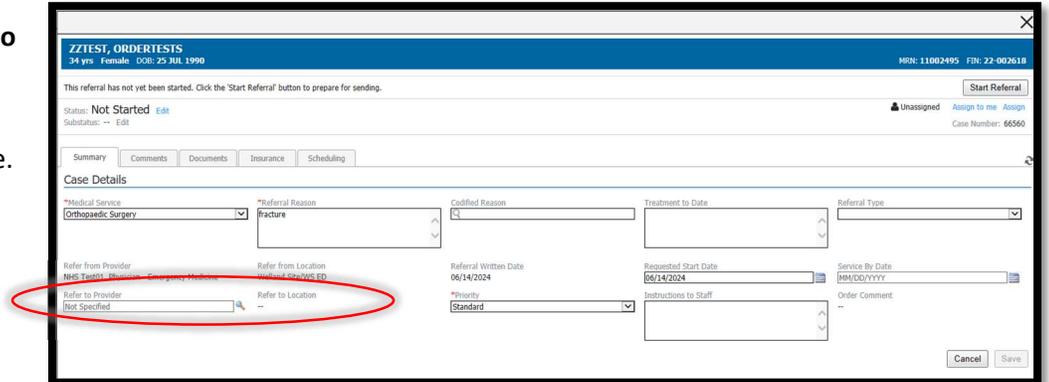
Please note the **Refer to Location** may not have been completed.

3. Review the Instructions to Staff details.



4. Click the Edit button to add the **Refer to Location** if it is not there or is not the correct location.

- Click on the magnifying glass beside the **Refer to Provider** to add the refer to location or change the practice site.



- The provider search window will open.
- Change the **search by** to **Practice** or **Provider** depending on who the referral is being sent to.



- Click on the clinic or provider you would like to add and click **Accept**.



7. Click on the **Documents** tab and search for the documents that the Physician has requested be added to the referral. **Note:** if no documents are selected, a facesheet will not be included in the referral.

8. Click the **Add** button and the documents will be moved to the top in the attached documents section.

9. Click the **Save** button in the bottom right.

10. Click **Start Referral**.

11. A new window will open. Click **Generate**.



EDITING REFERRALS HOSPITAL INFORMATION SYSTEM (HIS)

12. A referral summary will open. Click on the **Send** button to complete.

Note: Referrals to clinics within Niagara Health will be sent directly to the clinic for review and acceptance.

Referral Summary

| Case Details | | | | |
|---|--|-------------------------------------|------------------------------------|-----------------------|
| Medical Service Orthopaedic Surgery | Referral Reason Fractured Wrist | Codified Reason -- | Treatment to Date -- | Referral Type -- |
| Refer from Provider NHS Test01, Physician - Orthopaedic S... | Refer from Location St. Catharines Site | Referral Written Date 10/27/2024 | Requested Start Date 10/27/2024 | Service By Date -- |
| Refer to Provider -- | Refer to Location Orthopaedic Clinic WS | Priority Standard | Instructions to Staff -- | |

| Attached Documents | | | | |
|--------------------|--|-----------------------------|---|----------------|
| Date 10/27/2024 | Subject Transition of Care/Referral Summary | Author NHS Test01, Clerk | Type Transition of care/Referral summary | Source CAMM |

Transition of Care generated successfully.

Cancel Send

Note: In current state, External Clinics/Providers will generate a referral letter with the attached documents. Print the letter and fax to the identified provider.