PHYSICIAN-REFERRAL ORDER

The Referral order is to be used for referring to any of the Ambulatory Clinic Locations within Niagara Health.

1. In **PowerChart**, click on the **Add button** beside Orders.

2. In the search bar type in refer and look for the **Referral Order.** Click on the referral order and then click the **Done** button at bottom.
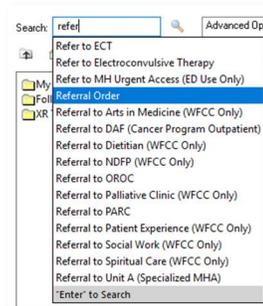
The referral order will open for modifications.

Modify the Order

3. The order must be modified and all the yellow required fields completed.

Service: Choose from the Drop Down

Reason for Referral: specify the reason

Refer to: click on the binoculars to choose the refer to location. Once you click on the binoculars the **Referral Provider Lookup box** will open. (see next page for instructions).
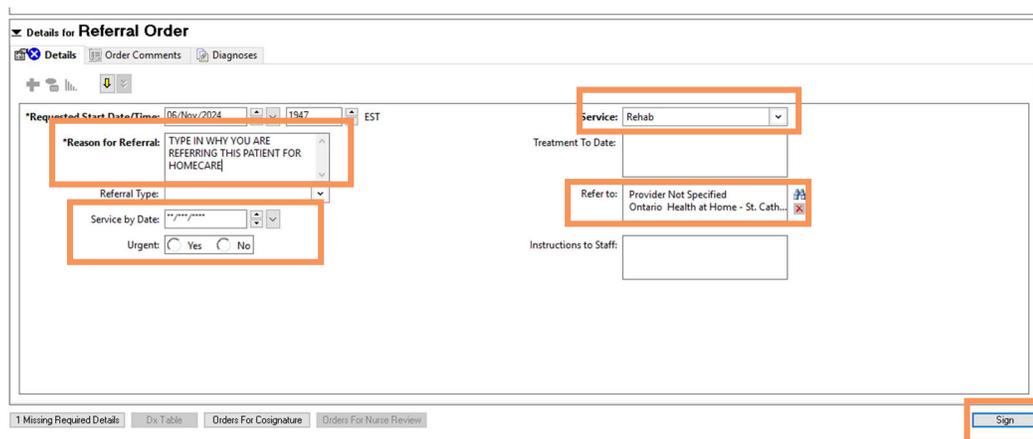
All other fields are optional, but you can specific the urgency and service date, if necessary.

Sign the referral and let the clerk know the patient has been referred to name of clinic.

Referral Provider Lookup

a. Once you click on the binoculars the Referral Provider Lookup box will open
b. Click on the Include external practices box
c. Change the search by to either **Provider or Practice**
d. In the search field type in the Provider or Clinic you would like to refer to.
    a. Ontario Health at Home.
e. Click on the Site you would like to refer to and the **Accept** button in the bottom right.
f. This will populate the refer to field in the Order.
g. Once completed click the **Sign** Button.