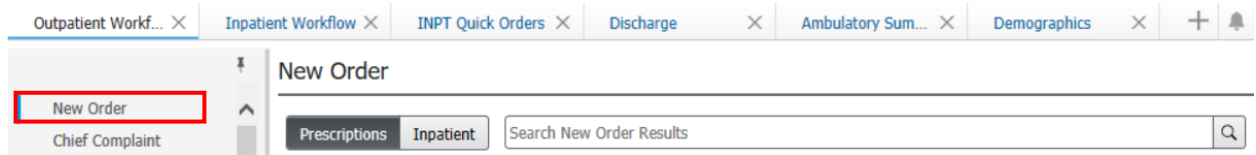


### PRESCRIBERS

**Note: Prescribers sending referrals must communicate with the clerk to send the referral outbound.**

#### Placing a Referral Order

1. Locate **New Order** on appropriate Workflow MPage.



2. A) Choose from Inpatient or In-clinic depending on encounter, B) Search **Referral Order** in the search box, and C) Select **Referral Order**.

- **Note:** For inpatient encounters, you must choose Inpatient as shown in the photo below.

For outpatient encounters, select "In Clinic". In Clinic Prescription **A**

#### New Order


**Warning.** You are currently viewing a discharged patient. [More Details](#)

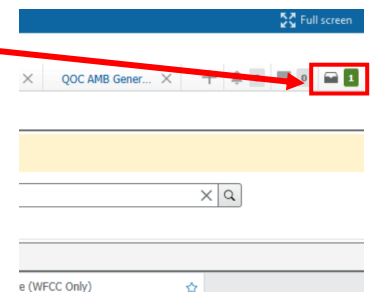
**A** Prescriptions Inpatient referral **B**

**Search Results**

Top 19 Matches

<b>Referral Order</b> <b>C</b>	Referral to Spiritual Care (WFCC Only)
Referral to Arts in Medicine (WFCC Only)	Referral to Unit A (Specialized MHA)
Referral to DAF (Cancer Program Outpatient)	Referral to Urgent Response (WFCC Only)
Referral to Dietitian (WFCC Only)	CAS-Medication Follow Up Referral

3. Click  located on the right-hand corner.



4. Click

**Modify Details**

Orders for Signature

Order Name	Status	Start	Details
SC ADMTU; SCTU01; A Fin:22-004954 Admit: 2024-Sep-18 12:34			
4 Interprofessional Consults			
Referral Order	Order	2024-Nov-16 12:25	16/Nov/2024 12:25 EST, Appendicitis <b>A</b>

**Details for Referral Order**

Details | Order Comments | Diagnoses

\*Requested Start Date/Time: 16/Nov/2024 1225 EST **B**

\*Reason for Referral:  **D**

Referral Type:

Service by Date: \*\*/\*\*/\*\*\*\*

Urgent:  Yes  No

\*Service:  **C**

Treatment To Date:

Refer to:  **E**

Instructions to Staff:

2 Missing Required Details | Dx Table | Orders For Cosignature | Sign | Cancel

A. The Order Viewer window opens, click on the Referral Order and complete the missing required details.

B. Select the date/time of the request.

C. Choose the Service from the dropdown menu.


\*Service:

Refer to:

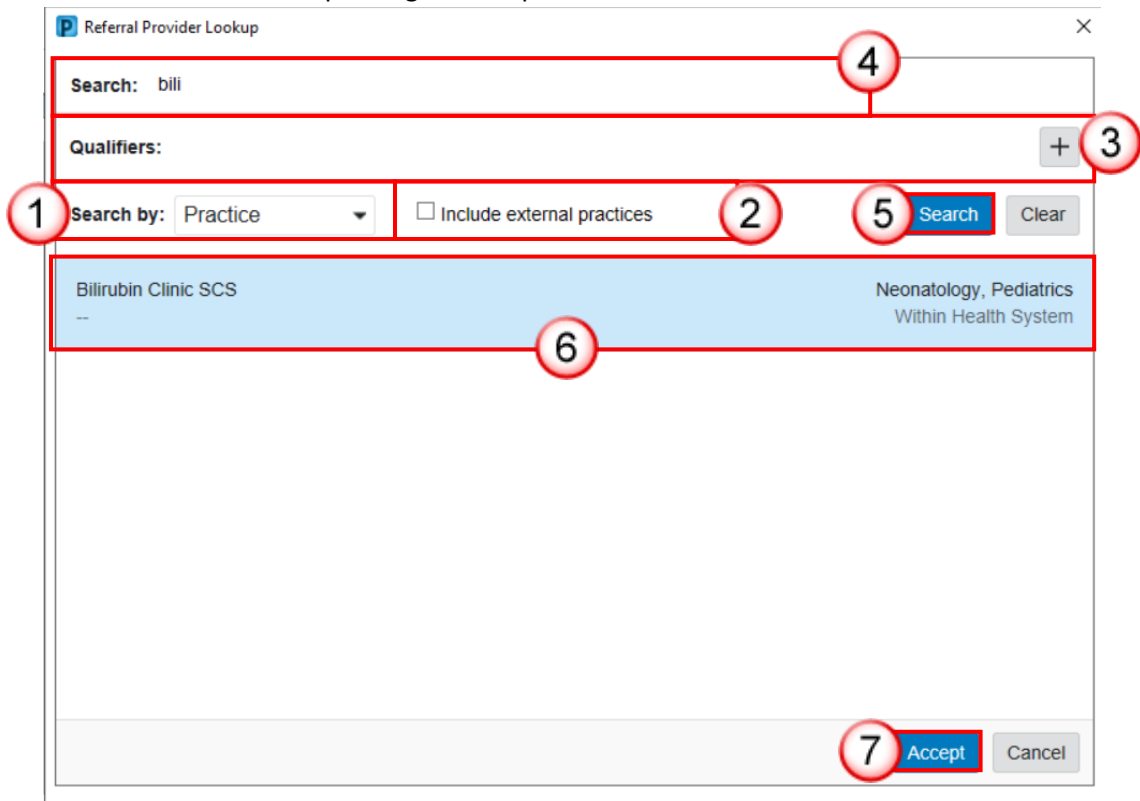
Refer to:

- Cardiology
- Dermatology
- Endocrinology/Diabetes
- Family Medicine
- Gastroenterology
- General Internal Medicine
- General Surgery

D. Type in the reason for the referral.

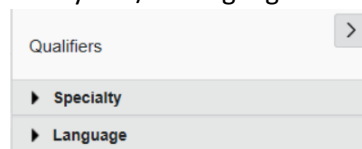
E. If you know the name of the Practice or Provider you are referring to, click . If not, **SKIP THIS STEP.**

F. Referral Provider Lookup dialogue box opens.



The screenshot shows a 'Referral Provider Lookup' dialog box. It contains a search field with 'bill' entered, a 'Qualifiers' section with a plus sign, a 'Search by' dropdown set to 'Practice', an 'Include external practices' checkbox, a 'Search' button, and a 'Clear' button. A search result for 'Bilirubin Clinic SCS' is displayed, showing 'Neonatology, Pediatrics Within Health System'. At the bottom, there are 'Accept' and 'Cancel' buttons. Red circles with numbers 1 through 7 point to various elements: 1 points to the 'Search by' dropdown, 2 to the 'Include external practices' checkbox, 3 to the 'Qualifiers' plus sign, 4 to the search field, 5 to the 'Search' button, 6 to the search result row, and 7 to the 'Accept' button.

1. Determine if searching by **provider** or **practice**.
2. Check the “Include external practices” box if looking for an external practice.
3. Select Qualifiers based on Specialty and/or Language



The image shows a 'Qualifiers' dropdown menu with a right-pointing arrow. The menu is open, showing two options: 'Specialty' and 'Language', each with a right-pointing arrow next to it.

4. Type in the name of the practice/provider and press **Enter** on the Keyboard; or
5. Click Search.
6. Select the desired practice/provider.
7. Click **Accept** to accept entry as Refer to Provider/Practice.

**Please be sure to sign the order after completing all of the applicable details.**

Placing a Referral Order: Referral to Bilirubin Clinic SCS

1. Complete **steps ONE to FOUR** on **pages 1 & 2**.

Orders for Signature

Order Name	Status	Start	Details
SC ADMTU; SCTU01; A Fin:22-004954 Admit: 2024-Sep-18 12:34			
Interprofessional Consults			
Referral Order	Order	2024-Nov-16 12:25	16/Nov/2024 12:25 EST, Appendicitis

**A**

**Details for Referral Order**

Details | Order Comments | Diagnoses

\*Requested Start Date/Time: 16/Nov/2024 1225 EST **B**

\*Reason for Referral: **D**

\*Service: **C**

Treatment To Date:

Refer to: **E**

Instructions to Staff:

Urgent:  Yes  No

2 Missing Required Details | Dx Table | Orders For Cosignature | Sign | Cancel

- The Order Viewer window opens, click on the Referral Order and complete the missing required details.
- Select the date/time of the request.
- Choose the **Paediatrics** Service from the dropdown menu.

\*Service: **C**

Treatment To Date:

Refer to: **E**

Instructions to Staff:

Urgent:  Yes  No


\*Service: **C**

Treatment To Date:

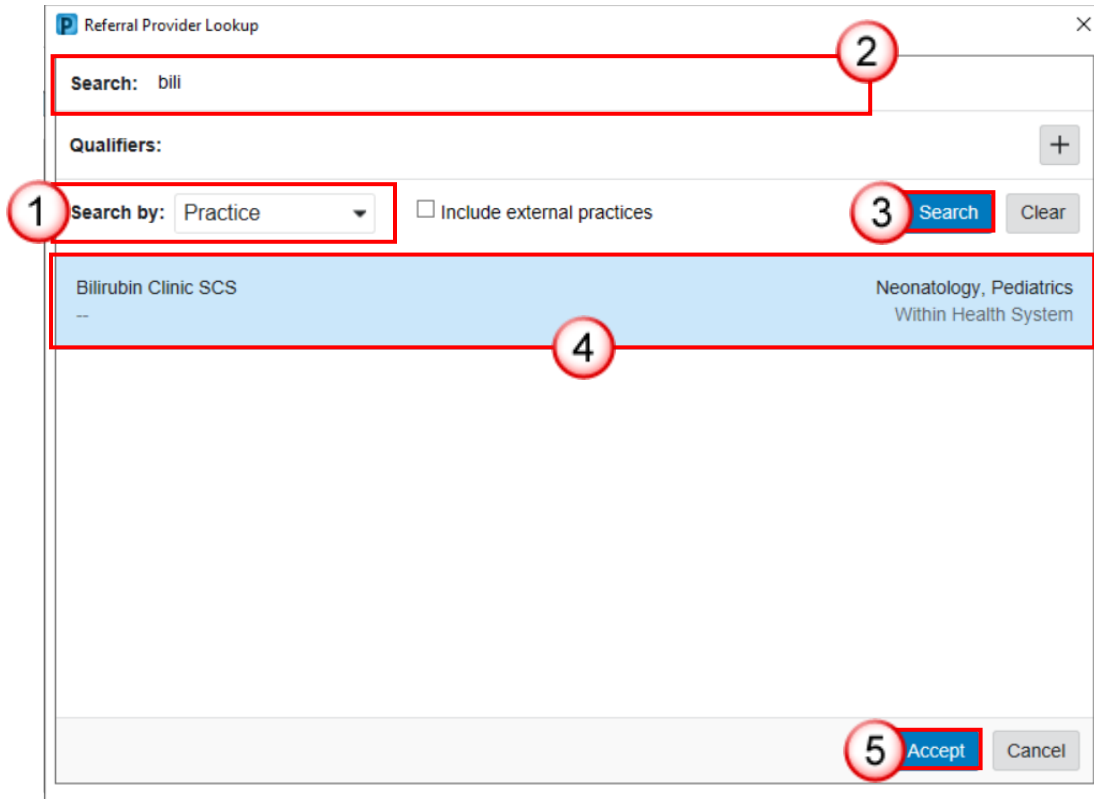
Refer to: **E**

Instructions to Staff:

Urgent:  Yes  No

- Type in the reason for the referral.
- Click  to select Bilirubin Clinic SCS.

F. Referral Provider Lookup dialogue box opens.



The screenshot shows a 'Referral Provider Lookup' dialog box. It contains a search field with 'bili' entered, a 'Search by' dropdown menu set to 'Practice', an 'Include external practices' checkbox, and 'Search' and 'Clear' buttons. A search result for 'Bilirubin Clinic SCS' is displayed, with 'Neonatology, Pediatrics Within Health System' listed as the department. At the bottom, there are 'Accept' and 'Cancel' buttons. Red circles with numbers 1 through 5 highlight the 'Search by' dropdown, the search field, the 'Search' button, the search result, and the 'Accept' button respectively.

1. Change "Search by" to **Practice**.
2. Type in **Bilirubin** and press **Enter** on the Keyboard; or
3. Click **Search**.
4. Select **Bilirubin Clinic SCS**.
5. Click **Accept** to accept entry as Refer to Practice.

**Please be sure to sign the order after completing all of the applicable details.**