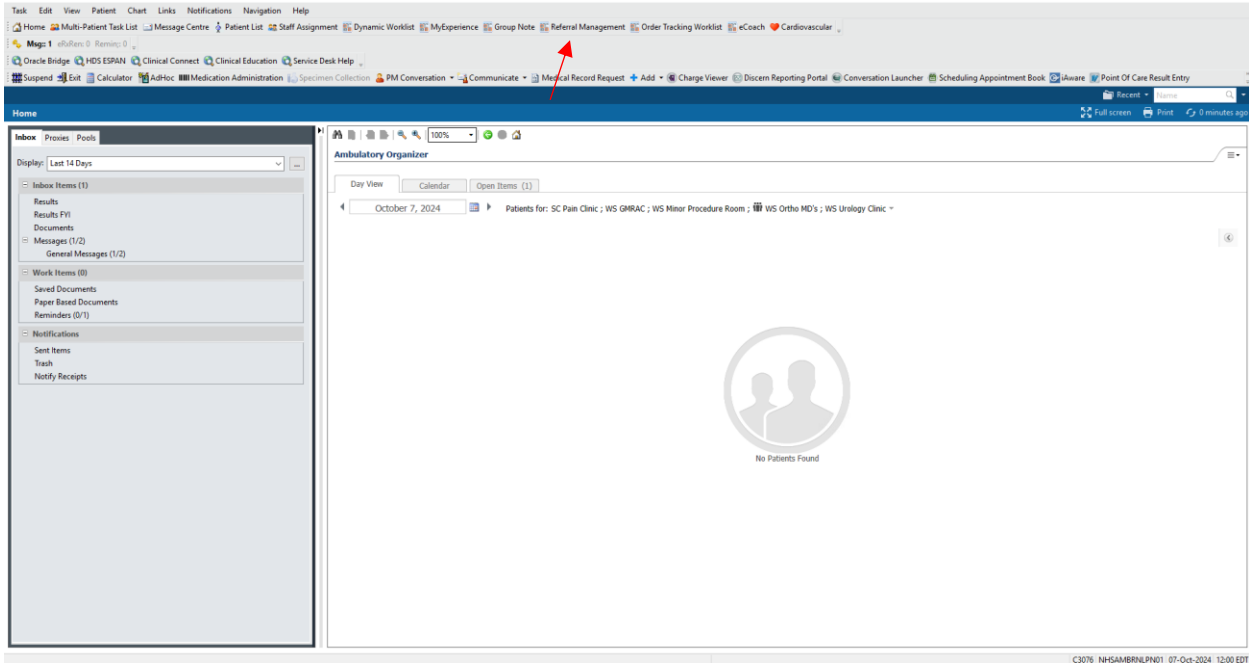


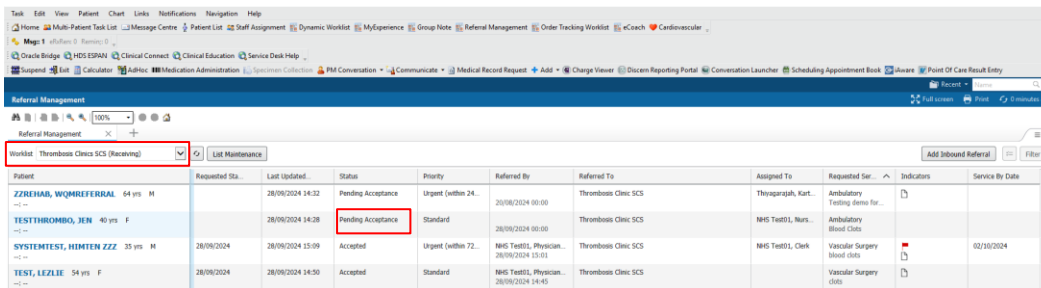
ACCEPTING AN INTERNAL REFERRAL USING REFERRAL MANAGEMENT

How to accept a referral in a **Pending Acceptance** status.

1. Navigate to **Referral Management** from the top banner bar.



2. Select the correct referral with a **Pending Acceptance** status. Ensure the **Worklist** is correct.



3. Select **Accept** to accept the internal referral.

Patient, Test
5 yrs Female DOB: OCT 26, 2013 MRN: 10000655 FIN: 20000670

Please Accept or Reject the referral.

Status: **Pending** [Edit](#)
Substatus: [Pending Review](#) [Edit](#) [Clear](#)

[Accept](#) [Reject](#)

Unassigned [Assign to me](#) [Assign](#)

Case Number: 12062

In PowerChart (PowerChart.exe), the system prompts you to create an encounter or select an existing one.

4. To create a new encounter, select the **Create** option in the Encounter Information dialog box. Select an encounter **Type** and **Location**, and select **Submit**.

ZZTEST, OREO
34 yrs Female DOB: 26 APR 1990 MRN: 11001448

Please Accept or Reject the referral.

Status: **Pending Acceptance** [Edit](#)
Substatus: -- [Edit](#)

Encounter Information

Create Select Encounter

*Type
Outpatient
PreRecurring
PreReg
Recurring
Telephone Visit

*Location
SC GMRAC

[Submit](#) [Edit](#)

Case Details

Medical Service	Referral Reason	Codified Reason	Treatment to Date	Referral Type
Ambulatory	test	--	--	--
Refer from Provider	Refer from Location	Referral Written Date	Requested Start Date	Service By Date
--	--	10/22/2024	--	--
Refer to Provider	Refer to Location	Priority	Instructions to Staff	Order Comment
--	General Internal Medicine Rapid Assessment / GIMRAC	Next available appointment	--	--

Patient Information

An encounter is created and associated with the referral case, then the status of the referral case is updated to **Accepted**.

ZZTEST, OREO
34 yrs Female DOB: 26 APR 1990 MRN: 11001448

Status: **Accepted** [Edit](#)
Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
Case Number: 244440

Summary **Comments** Documents (1) Insurance Scheduling

Case Details [Edit](#)

Medical Service Ambulatory	Referral Reason test	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider --	Refer from Location --	Referral Written Date 10/22/2024	Requested Start Date --	Service By Date --
Refer to Provider --	Refer to Location General Internal Medicine Rapid Assessment / GIMRAC	Priority Next available appointment	Instructions to Staff --	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone --	Business Phone --	Home Address --
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- To associate an existing encounter with the referral case, select the **Select Encounter** option in the Encounter Information dialog box. Encounters that have a registration date in the last 30 days are displayed.

Accept

Encounter Information

Create **Select Encounter**

Registration Date	Type	Location	FIN
04/07/1921 12:00 AM	Inpatient	PWR_ORGA	ECNSLT1
04/01/1921 12:01 AM	Day Surgery	PWR_ORGA	DAYSURGERYFIN01
03/30/1921 12:02 AM	Emergency	PWR_ORGA	

Submit

- Select an existing encounter, and select **Submit**. The system associates the existing encounter with the referral case, then updates the status of the referral case to **Accepted**.