

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

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

Service Bridge 😋 HDS ESPAN 😋 Clinical Connect 🕰 Clinical Education 🕰 Service	meret 🕼 Dynamic Worklat 📓 MyDiparience 📓 Group Note 📓 Peferal Management 📓 Order Tracking Worklat 📓 «Cosch 🖤 Cardiovascular) Desk Help 🗍 men Collection 🎍 PM Conversation - 🔄 Communicate - 🔄 Marcel Request + Add - @ Charge Viewer 🛞 Discens Reporting Portal @ Conversation Launcher 🖷 Scheduling Appointment Bock 🖾 Unaure 🖤 Point Of Care Result Entry 📦 Recent - 💼 Point - 🕞 Point - 🚱 Point -	t A - s ago
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Sent Items Trash Notify Receipts	No Patients Found	

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

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🚮 Home 🚨 Multi-Patient Task List 📖 Message Centre	🎍 Patient List 😂 Staff A	ssignment 🌇 Dynamic W	orklist 🌇 MyExperience 🌇	Group Note 🌇 Refemal	Management 🌇 Order Trac	king Worklist 脳 eCoach 🤎 Cardiovascular 🛫				
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Referral Management									다. Full screen	🖶 Print 💪 0 mi
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Referral Management × +	_									
Norklist Thrombosis Clinics SCS (Receiving)	List Maintenan	ce							Add Inboun	d Referral 🗧
Patient	Requested Sta	Last Updated	Status	Priority	Referred By	Referred To	Assigned To	Requested Ser ^	Indicators	Service By Date
ZZREHAB, WQMREFERRAL 64 yrs M	Requested Sta	Last Updated 28/09/2024 14:32	Status Pending Acceptance	Priority Urgent (within 24	Referred By 20/08/2024 00:00	Referred To Thrombosis Clinic SCS	Assigned To Thiyagarajah, Kart	Requested Ser A Ambulatory Testing demo for	Indicators	Service By Date
Pubert ZZREHAB, WQMREFERRAL 64 yrs M 	Requested Sta							Ambulatory		Service By Date
ZZREHAB, WQMREFERRAL 64 yrs M -: TESTTHROMBO, JEN 40 yrs F	Requested Sta	28/09/2024 14:32	Pending Acceptance	Urgent (within 24	20/08/2024 00:00	Thrombosis Clinic SCS	Thiyagarajah, Kart	Ambulatory Testing demo for Ambulatory		Service By Date 02/10/2024

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TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

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.	Accept Reject
Status: Pending Edit Substatus: Pending Review Edit Clear	Lunassigned 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**.

34 yrs Female DOB: 26 /	APR 1990			MRN: 110014
lease Accept or Reject the refe	erral.			Accept Reject
tatus: Pending Accept			Encounter Infor	mation to me Assi
ubstatus: Edit		•	Create O Select Encounter	
Summary Comments Case Details Ledical Service	Documents (1) Insurance Scheduling	Pre- Pre- Reci	ecurring	MRAC Submit Edit Referral Type
mbulatory	test			
efer from Provider	Refer from Location	Referral Written Date 10/22/2024	Requested Start Date	Service By Date
efer to Provider	Refer to Location General Internal Medicine Rapid	Priority Next available appointment	Instructions to Staff	Order Comment

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







TIP SHEET HOSPITAL INFORMATION SYSTEM (HIS)

ZZTEST, OREO 34 yrs Female DOB: 26 APR 19	90				MRN: 11001448
Status: Accepted Edit Substatus: Edit				Luassigned	Assign to me Assign Case Number: 244440
Summary Comments Dow	cuments (1) Insurance Schedulin	9			€ 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	~

5. 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.

Encounter I	nformation	
Incounter		
Туре	Location	FIN
Inpatient	PWR_ORGA	ECNSLT1
Day Surgery	PWR_ORGA	DAYSURGERYFIN01
Emergency	PWR_ORGA	
	Encounter Type Inpatient Day Surgery	Type Location Inpatient PWR_ORGA Day Surgery PWR_ORGA

6. 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**.

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