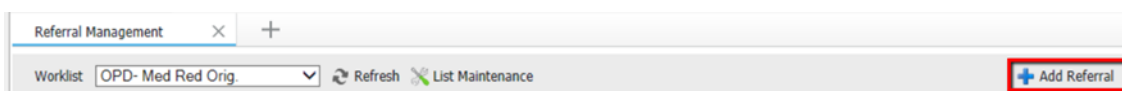


ORGANIZATION: REFERRAL: RECEIVING AN EXTERNAL REFERRAL

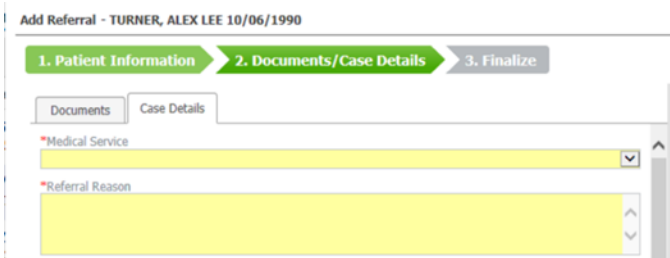
1. If you received an outside referral, click “Add Referral” within Referral Management



Referral Management x +

Worklist OPD- Med Red Orig Refresh List Maintenance **+ Add Referral**

2. Search for your patient in Smart ID using the First Name, Last Name, Date of Birth and Gender. Select the correct one and click “Accept”. If you can’t find your patient, click “Create New” and go through the process to add a patient and then start with step 1 again.
3. Go to the Case Details tab and fill in the required fields based on the paper referral



Add Referral - TURNER, ALEX LEE 10/06/1990

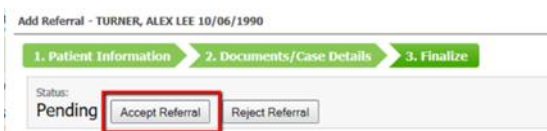
1. Patient Information 2. Documents/Case Details 3. Finalize

Documents Case Details

*Medical Service

*Referral Reason

4. Once the required fields are populated, click “Next”
5. Then choose “Accept Referral”



Add Referral - TURNER, ALEX LEE 10/06/1990

1. Patient Information 2. Documents/Case Details 3. Finalize

Status: Pending **Accept Referral** Reject Referral

6. Once the referral is accepted, click “Submit” and the referral will show on your receiving worklist to start working



Next Cancel **Submit**