

REFERALS HOSPITAL INFORMATION SYSTEM (HIS)

ORGANIZATION: REFERRAL: CREATING INCOMING/OUTGOING REFERRAL LIST

- 1. Navigate to Referral Management
- 2. Go to List Maintenance

Referral Management
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Referral Management $ imes$ +
Worklist 🕑 🖸 List Maintenance

3. Click Add

List Maintenance	
Worklists	🕂 Add

4. You need to create an originating and a receiving list. Name your list to indicate which one it is.

Lis	at Maintenance		
	* Name	List Type	•
	Niagara Primary Care - Originating	Originating	•

5. After choosing the type of list and naming it, you need to select the locations to associate. Click the locations you want added and click "Add" to move them over to the selected locations box.

List	Maintenance					×
	* Name		List Type	Sort	Newest to	Oldest
	Niagara Primary Care - Originating		Originating	Update Date	• Oldest to N	ewest 🗹 Default Worklist
	* Refer From Location Available Locations				Selected Locations	
	Refer From Clinical Staff					
	Treatment Function					
	Status	Fort Erie Site	^			
	Priority	Hotel Dieu Shaver				
۲	Referral Type	<u> </u>				
	Refer To Location Niagara Falls Site		Add	No Select	elected Locations	
	Refer To Clinical Staff	NF ANGIO (Ambulatory)				
	Dates NF ASU (Ward) Assignment NF BD (Ambulatory)	NF ASU (Ward)		Remove		
		NF BD (Ambulatory)				
		NF BR (Ward)				
		NF CARVER (Ambulatory)				
		NF CCFLX (Ward)				
		NF CLINU (Ambulatory)	\sim			

6. You can add additional criteria to the list like specific providers, statuses, etc. by clicking each on each item in the left-hand column and selecting the check box.

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EXAMPLE 1 When you are done creating your list, select Done and close out of list maintenance **MONARCH**HOSPITAL INFORMATION SYSTEM (HIS)



