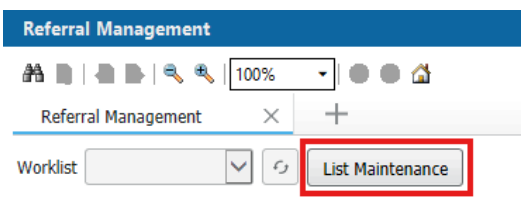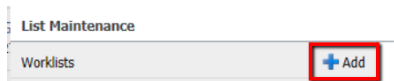# REFERALS
HOSPITAL INFORMATION SYSTEM (HIS)

ORGANIZATION: REFERRAL: CREATING INCOMING/OUTGOING REFERRAL LIST
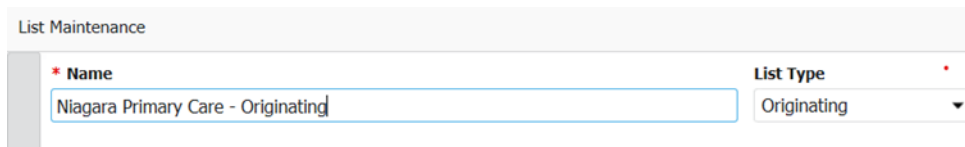
1. Navigate to Referral Management
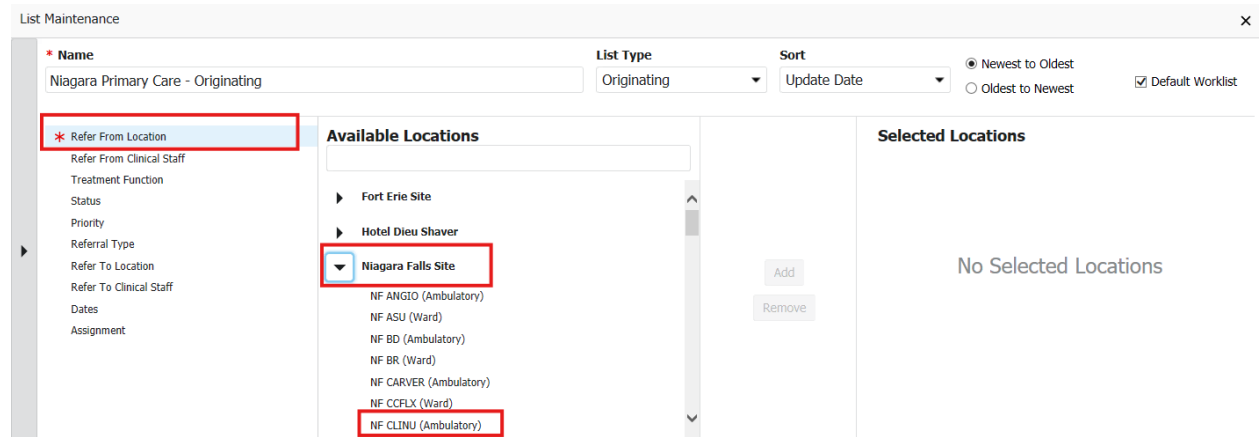2. Go to List Maintenance

3. Click Add

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

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.

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.

REFERALS

HOSPITAL INFORMATION SYSTEM (HIS)

7. When you are done creating your list, select Done and close out of list maintenance

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