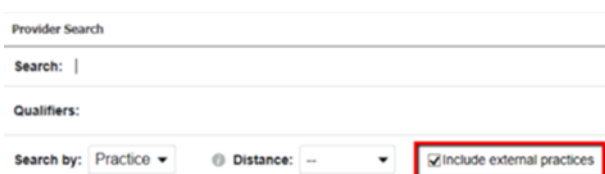


ORGANIZATION: REFERRAL: SENDING AN EXTERNAL REFERRAL

1. Find the patient and click on the row to expand the case details
2. In the upper right-hand corner click “Start Referral”
3. If the provider didn’t specify where to send the referral or more information is needed, on the Summary tab click “Edit” and fill in any of the missing information
4. If you decide you need to send the referral outside of the health system, when searching for a provider select “External” and choose a provider



Provider Search

Search: |

Qualifiers:

Search by: Practice Distance: -- Include external practices

5. Go through each tab and add the appropriate details
6. Once you have the information needed, click “Generate”
7. Since you are sending this referral outside of the organization, you are prompted to go to PowerChart and create a letter



Medical Service: Geriatrics
Referral Reason: Test
Codified Reason: Provider Letter
Treatment to Date: --

Refer from: CERNER, CERNER, CERNER
Refer to: ANNA MA

Patient Information

Provider Letter

Please access PowerChart to create a Provider Letter and then manually update the status of the referral after the letter is sent.

OK

8. Navigate to PowerChart and click “Referral Management”

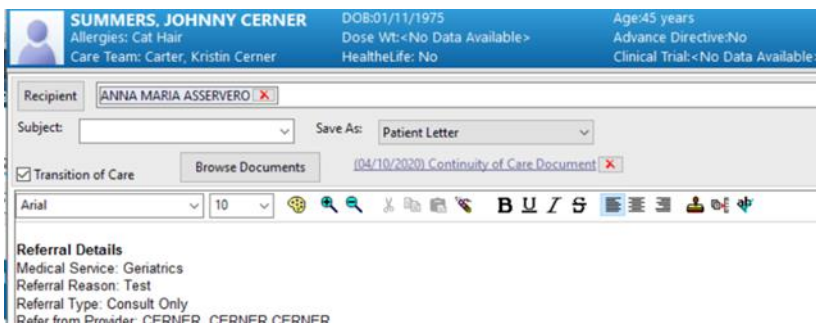


PowerChart Organizer for Cerner Test, Practice Management - Clerk Cerner

Task Edit View Patient Chart Links Navigation Help

Home Tracking Board Message Center Invitations Multi-Patient Task List Patient List Referral Management

9. Find your patient on your originating list, open the case and click “Generate” again
10. A Provider Letter will automatically pop up with the case information populated and a Continuity of Care Document attached

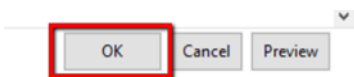


SUMMERS, JOHNNY CERNER DOB:01/11/1975 Age:45 years
 Allergies: Cat Hair Dose Wt:<No Data Available> Advance Directive:No
 Care Team: Carter, Kristin Cerner HealthLife: No Clinical Trial:<No Data Available>

Recipient: ANNA MARIA ASSERERO X
 Subject: [Dropdown] Save As: Patient Letter [Dropdown]
 Transition of Care Browse Documents (04/10/2020) Continuity of Care Document X
 Arial [Dropdown] 10 [Dropdown] [Rich Text Editor Icons]

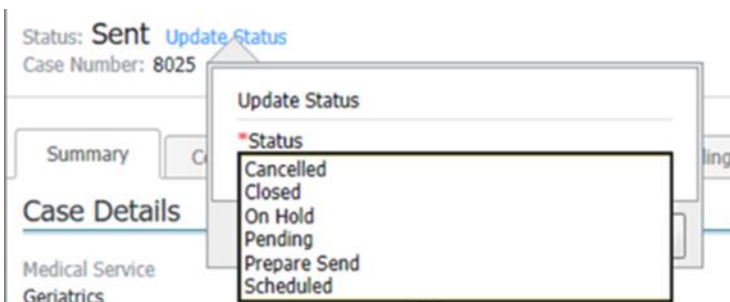
Referral Details
 Medical Service: Geriatrics
 Referral Reason: Test
 Referral Type: Consult Only
 Refer from Provider: CERNER CERNER CERNER

11. The physician you are referring to will automatically pull into the Recipient field with their contact information. Click "Recipient" to review the information.
12. If the provider is set up for direct messaging, the message will be sent to their inbox. If the provider's fax was provided, then it will be faxed to them. If the provider only had an address on file, then the letter will print out and needs to be mailed.
13. Once you have the information needed within the letter, click "Ok" to send it



OK Cancel Preview

14. You will manually update the status of the case once you hear back from the receiving office



Status: Sent Update Status
 Case Number: 8025

Summary Case Details
 Medical Service Geriatrics

Update Status
 *Status
 Cancelled
 Closed
 On Hold
 Pending
 Prepare Send
 Scheduled

*******HCCSS/Ontario Health at Home-***** Staff are still required to fill out paper forms from the agency for referral management*******



REFERRAL

HOSPITAL INFORMATION SYSTEM (HIS)