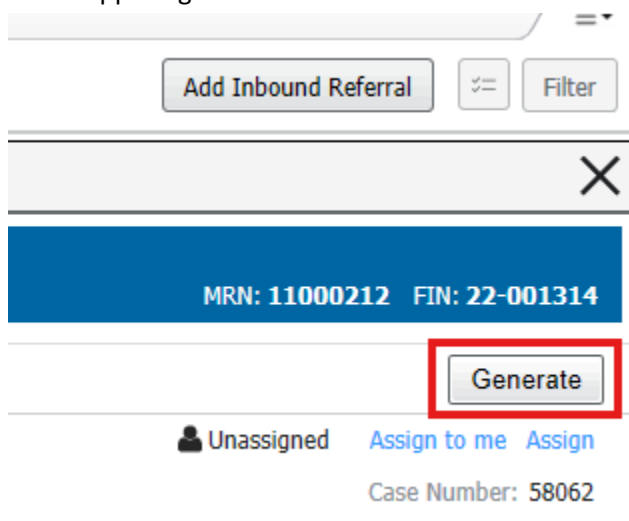


ORGANIZATION: REFERRAL: SENDING AN INTERNAL REFERRAL

1. Find the patient and click on the row to expand the case details
2. In the upper right-hand corner click "Generate"



Buttons: Add Inbound Referral, Filter

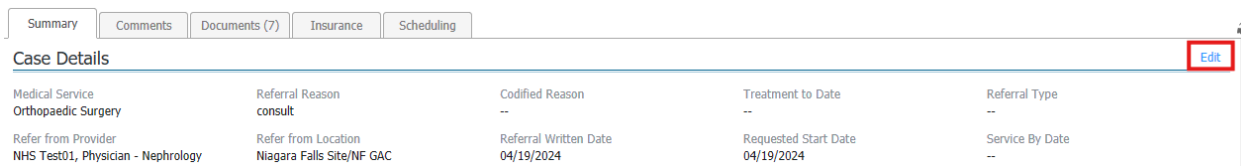
MRN: 11000212 FIN: 22-001314

Generate

Unassigned Assign to me Assign

Case Number: 58062

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

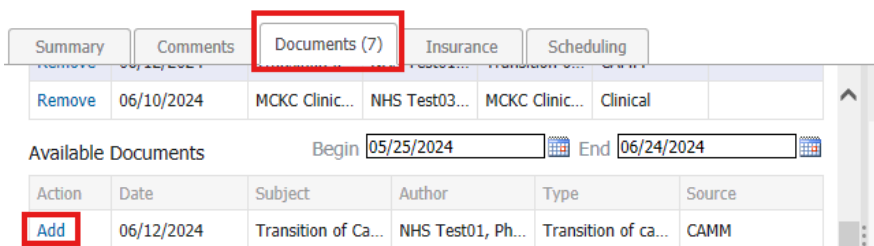


Summary Comments Documents (7) Insurance Scheduling

Case Details **Edit**

Medical Service Orthopaedic Surgery	Referral Reason consult	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider NHS Test01, Physician - Nephrology	Refer from Location Niagara Falls Site/NF GAC	Referral Written Date 04/19/2024	Requested Start Date 04/19/2024	Service By Date --

4. If there is a document that needs to be attached to the referral, find the appropriate document on the documents tab and select "Add". That will attach the document to this case, so the receiving office knows it is relevant.



Summary Comments **Documents (7)** Insurance Scheduling

Remove	06/10/2024	MCKC Clinic...	NHS Test03...	MCKC Clinic...	Clinical
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Available Documents Begin 05/25/2024 End 06/24/2024

Action	Date	Subject	Author	Type	Source
Add	06/12/2024	Transition of Ca...	NHS Test01, Ph...	Transition of ca...	CAMM

- If you need to obtain an authorization for the referral, go to the Insurance tab and highlight the patient's health plan and click "Associate". Once the health plan is associated to the case the Edit button above the Authorization section becomes available. Click "Edit".

Insurance Information

Asso...	Seq	Health Plan	Payer	Financial Class	Subscriber	Member Number	Group Number	Begin	End
	1	AETNA	Aetna	Commercial	SUMMERS, JOHNNY	1234567	--	04/03/2019	--

You can associate a health plan to the referral by highlighting a health plan in the table and clicking the 'Associate' button.

Authorization

Authorization Number	Authorization Type	Authorization Status	Number Authorized	Begin Date
--	--	--	--	--

- Input the authorization information for this case and save
- Once you have all necessary information, click "Generate" in the upper right-hand corner

MRN: 6437 FIN: 63069645

Unassigned Assign to me Assign

- Review the case details and click "Send". The case is now in the receiving office's queue

Attached Documents

Date	Subject	Author	Type	Source
04/03/2020	Continuity of Care Document	Kolkhorst Cerner - Solution...	Continuity of Care Documen...	CAMM

Transition of Care generated successfully.

- The referral will be in a "Pending" status until the receiving office accepts or rejects it