eREFERRAL QUICK REFERENCE:
How to Update My Details to Submit a Referral

Getting Started
If you have access to the eReferral menu and My Referrals menu items, you will be able to create/submit eReferrals. Before you submit a referral, your provider information must be completed in the My Details page of your Alberta Netcare account.

Updating My Details
To access the My Details page, login to Alberta Netcare Portal and select the My Details menu item below the Common folder on the top left hand column of the home page or click on User Settings below your user ID in the top right corner.

Referring Provider Referrals
If you are the referring provider you must complete the Referring Provider Referrals section in My Details.

1. Click on the magnifying glass next to Referring Provider to bring up the Provincial Provider Registry (PPR) search.

2. Enter your First Name and Last Name (as per CPSA license) then click Search. The search will return selections that include: Name, Provider Type, City, and Status.

3. Select one of the returned selections (as a referring provider, this should be your own name) and this information will populate the Referring Provider field.

4. Complete the remaining fields: Phone Number, Fax Number, Address Line 1, Address Line 2, City, Postal Code, Province.

   Note: The values entered into these fields are not validated against the Provincial Provider Registry (PPR).

5. At the bottom of the page click Update Preferences to validate your updates.
If you, as a referring provider, will also be creating and submitting referrals on behalf of another provider you will be required to complete the following steps in your My Details:

1. Select Yes next to the Use On Behalf Of section.
2. Add one or more providers that you will be creating referrals on behalf of by clicking Add next to Referring Provider. This will bring up the Provincial Provider Registry (PPR) search.
3. To complete this section, follow steps 2-5 on page 1 of this document.

### Referring Provider Referrals on Behalf Of

If you will be creating and submitting referrals on behalf of a provider, you must complete the Referring Provider Referrals on Behalf Of section in My Details.

1. Click on the Add next to Referring Provider to bring up the Provincial Provider Registry (PPR) search.
2. Enter First Name and Last Name of the provider (as per CPSA license) then click Search. The search will return selections that include: Name, Provider Type, City, and Status.

3. Select one of the returned selections and this information will populate the Referring Provider field.
4. Complete the remaining fields: Phone Number, Fax Number, Address Line 1, Address Line 2, City, Postal Code, Province.

**Note:** The values entered into these fields are not validated against the Provincial Provider Registry (PPR).

5. Add more referring providers to your My Details as you did in the above steps 1-3 if you will be referring on behalf of multiple providers. The first provider you enter will be the default when you create a request.

**Note:** Repeat step 4 manually for each referral on behalf of a different provider if the clinic demographics are different from the previous entered provider.

6. At the bottom of the page click Update Preferences to validate your updates.

### Show Recently Updated Referrals For

The Show Recently Updated referrals for field is located on the right section of the screen. This dropdown field determines the length of time that a newly created or updated referral will appear on the Recently Updated worklist on the My Referrals dashboard.

Choose from the following values:
Last 1 day / Last 2 days / Last 3 days / Last 7 days / Last 2 weeks / Last 1 month

At the bottom of the page click Update Preferences to validate your updates.