

# eReferral GETTING STARTED

- USEFUL LINKS
- SIGN UP FOR UPDATES
- eREFERRAL WEBSITE
- eDEMOS
- QUICK REFERENCE
- TECHNICAL REQUIREMENTS
- TRAINING ENVIRONMENT
- PROGRAM FEATURES
- USER BENEFITS
- EHEALTH SUPPORT
- REGISTER FOR NETCARE

**CREATE A REFERRAL OR ASK FOR ADVICE**

1. SEARCH FOR A PATIENT and select patient.
2. Click CREATE REFERRAL icon in the menu bar.



3. Enter or search for a REASON FOR REFERRAL.

Reason for Referral \*

4. Select CONSULT or ADVICE from drop down menu and click CREATE.

Reason for Referral \*

Refer For \*

5. Fill in the form. Items marked with an asterisk\* are mandatory fields.
6. Click ADD to choose provider or location.

Recipient

Send To \*

Refer For

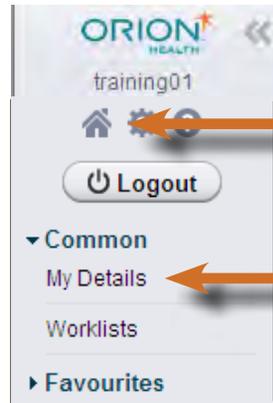
7. At the bottom of the form, choose to SUBMIT a complete referral or SAVE AS DRAFT for further review.

8. Check MY REFERRALS to see the status of the referral.

Use this quick start to add eReferral to your Alberta Netcare webpage, to update your details so that forms are autopopulated, and to create a referral or ask for advice. The links on the side of this page will direct you to additional resources.

**ADD eREFERRAL DASHBOARD TO HOMEPAGE**

1. Click on the HOME button
2. Scroll down and click CONFIGURE LAYOUT
3. Click on NEW SECTION TO THE RIGHT or NEW SECTION BELOW
4. Dropdown and select MY REFERRALS
5. Click UPDATE LAYOUT button to save layout. Confirm the homepage appears with new configuration



**UPDATE MY DETAILS TO AUTO POPULATE FORMS**

1. Click MY DETAILS in the MENU BAR
2. **If you are the referring provider:**
  - » Scroll to REFERRING PROVIDER REFERRALS
  - » Search for and select your name
  - » Enter contact details
3. **If you are submitting on behalf of a provider:**
  - » Scroll to REFERRING PROVIDER REFERRALS ON BEHALF OF
  - » Click ADD to search and select provider
  - » Enter contact details
4. Set SHOW RECENTLY UPDATED REFERRALS FOR setting to limit how long you want the referral in the RECENTLY UPDATED folder
5. Click UPDATE PREFERENCES to save changes

