

## Alberta's Paperless Referral Solution

### GETTING STARTED WITH eREFERRAL

To get started with eReferral there are 3 initial set ups required:

#### CONFIGURE YOUR NETCARE HOMEPAGE TO ADD YOUR EREFERRAL DASHBOARD

1. Click on the **HOME** button at the top left of the Netcare screen
2. Scroll down to the bottom of the page and click the **CONFIGURE LAYOUT** button
3. Click on the drop down arrow and select **MY REFERRALS**
4. Click on **NEW SECTION TO THE RIGHT** or **NEW SECTION BELOW**
5. Click the **UPDATE LAYOUT** button to save the configuration. **CONFIRM THE HOMEPAGE** appears with the new configuration

**eDemo:** [www.youtube.com/watch?v=bGLs2sSzv9s&feature=youtu.be](http://www.youtube.com/watch?v=bGLs2sSzv9s&feature=youtu.be)

#### UPDATING MY DETAILS TO SUBMIT A REFERRAL

1. Select **COMMON - MY DETAILS** or click the **MY DETAILS** icon in the **MENU BAR**
2. If you will be creating referrals as the referring clinician scroll until the **REFERRING PROVIDER REFERRALS DETAILS** panel is visible. Search for and select a **REFERRING PROVIDER**. Enter contact details (these are not validated). A clinician completing this screen will specify him or herself during the referral creation process.
3. If you will be submitting referrals on behalf of another provider, the **USER ON BEHALF OF** field should be checked to **YES**.
4. Click the **ADD LINK** to bring up the **PROVINCIAL PROVIDER REGISTRY SEARCH**.
5. Enter the First Name and the Last Name, and then click **SEARCH**.
6. The search will return selections. This information will populate the **REFERRING PROVIDER** field. This process can be repeated to select each provider for whom you will be submitting referrals on behalf.
7. Complete the remaining fields: Phone Number, Fax Number, Address Line 1, Address Line 2, City, Postal Code, and Province.
8. Click **UPDATE PREFERENCES** to save changes
9. Set the **SHOW RECENTLY UPDATED REFERRALS FOR** setting to limit how long you want the referral in the **RECENTLY UPDATED** folder.

Note: if inputting multiple providers, enter in the provider you input the most referrals in first so they appear at the top of your list when a referral form is created.

**eDemos:** [www.youtube.com/watch?v=GfUNBNkBSz4&feature=youtu.be](http://www.youtube.com/watch?v=GfUNBNkBSz4&feature=youtu.be)

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#### REVIEW THE ALBERTA HIP AND KNEE REPLACEMENT REFERRAL FORM

Be sure that you are familiar with the requirements. Remember these referrals only require an X-ray report – an MRI is not required.

[www.albertahealthservices.ca/frm-09884.pdf](http://www.albertahealthservices.ca/frm-09884.pdf)

For more eReferral resources and information check out the website:

[www.albertanetcare.ca/ereferral.htm](http://www.albertanetcare.ca/ereferral.htm)