

How to attach a referral letter from Accuro



Create a referral letter in Accuro. Navigate to the EMR section in Accuro and select the **ENCOUNTER NOTES** tab. Be sure the correct patient is selected. Choose the **REFERRAL LETTER** from the **NOTES** section of the Electronic Drawer dropdown.



Edit the default referral letter and press GEN. LETTER to continue.

🚸 Referral Letter - Cube, Martin	- ×
File Edit Options Tools	
Verdana ∨ 12 ∨ b <i>i</i> <u>u</u> A E ∃ S X ² X ₂ A ∏ □ ⊟ ∃	
Þlease see <u>Martin</u> , a 74 year old male for . Relevant findings and investigations are attached. Please do not hesitate to contact me if you have any ques	etions of arding the use of Martin.
Title Referral Letter V DOS 2018-May-04 9:00am V m Provider Circle, Huan V	Gen. Letter M->F Save As Save OK Close
For 2018-May-04	Generate Letter From this Note w Edit O By Results By Tests
History of Problems Edt New None Recorded	
Active Medications (0/0) New Favorites Renew None Recorded	
External Medications New None Recorded	~

While generating the letter, select the **HEADER** and **FOOTER** along with the **MEDICAL HISTORY INFORMATION** on the left-hand side of your screen that you would like to include.

Select a recipient to continue. While the recipient is required, the letter will not send to the recipient unless you choose to do so.

Print and save the letter. Once the referral letter is complete, press the **PRINT** button.

💠 Letter Generation: Cube, Martin	- 0	×
From: Circle, Huan	Verdana ∨ 12 ∨ b / U A ► 3 3 × 2 × 2 A II □ II II = 2 €	
Specialist Specialist		Â
Fax: (123) 333-4444		
	Huan Circle Downtown Office, 123 Main Street, Calgary, AB Phone: (647) 555-1234 Fax: (647) 555-1256	_
Default Header \checkmark Default Footer \checkmark	Please see Martin, a 74 year old male for . Relevant findings and investigations are attached. Please do not hesitate to contact me if you have any questions regardy to seare of Martii	n.
✓ Include Page Number ✓ Include Patient Name	Sincerely,	
None V	Electronically Reviewed to Expedite Delivery	
Attachments		~
00-00-	Close After Faxing Title Referral Letter V DOS 2018-May-Business BagnosisNone V	
Show Enclosure Names	Options Add to Letter Queue Send Letter Print Preview Apply OK Cancel	

The Print dialog box has a dropdown list to select the desired printer. The printer to select will be a PDF printer such as *Microsoft Print to PDF* or similar. Once you've chosen your printer, press **OK**.

🕌 Print	×
Printer	
Name: Microsoft Print to PDF	Properties
Status: Ready	
Type: Microsoft Print To PDF	
Where: PORTPROMPT:	
Comment:	Print to file
Print range	Copies
All	Number of copies: 1
C Pages from: 1 to: 1	
C Selection	11 22 33
	OK Cancel

Enter a name to save the file as and then select the location on your computer you would like to save the file to.

IMPORTANT NOTES ABOUT SAVING: If you have a locally-hosted server for Accuro, the most common location to save documents is the *ReadyforAccuro* folder. This can normally be found on the C:\ drive or as a shared folder under *This PC*.

If you have a hosted version of Accuro (ASP) and access it through Citrix, you will need to make sure you are saving the file in the correct location. When you are asked to save the file, first select the Local Disk (C:) from the *Save In* dropdown. This will tell the file to save to your computer instead of the server where Accuro is being hosted.

The file can be saved to any location on your computer. For hosted sites, it is not recommended to save to the *ReadyforAccuro* folder. Files saved to hosted-site's *ReadyforAccuro* folder are transferred to the server to be assigned to patient charts like faxes and scans. Saving to a different location will ensure the file stays on your computer and can be selected to attach to eReferral.

Remember to delete files from your local drive or refer to your clinic's best practices for file management once you no longer need the files.



Attach the letter to eReferral. Log into Alberta Netcare

(http://www.albertanetcare.ca) and search for the patient you want to submit the referral for. When you are in the patient file, click **CREATE REFERRALS**.

LUNG, SALLY	SEX M				ULI 100008675 🗶	A ()	Twenty Six Training LOGOUT
PRIMARY ADDRESS 🔮		MAILING ADDRESS			HOME 780 200 -4444		0
≡ 👔 Limited Documents 🧃	All Documents Flow	vsheets 🛛 📜 Patient Event History	Immunization History	Medications	🧞 Create Referrals 🛛 🔇	View Referral	
Clinical Documents (C 👁 🍳 🖒	Patient Demogra	phics					
Showing All Mark All As Read Group By Category Sort By Date	LUNG, Sally	,					
Dynamic Patient Summary Medication Profile	Date Of Birth	19-May-1932			Phon	1)200-4444	
P _X Pharmacy Care Plan	Age	86 years			Work Phone	9-4443	
BPMH Form - Medication Reconcili	Sex	M			Cell/Alternate Phone 58	74	
Referrals - In Progress (12 / 14)	Eligibility Start Date						
 Referrals - Completed/Cancelled Blood Bank (24 / 26) 		Note: Future-dated and blank eligibility	start datas should be confirmed in E	Derson Directory			
Chemistry (94 / 100)		Hole is a state	rotan dates should be committee in t	croon Directory.			
Coagulation (76 / 77)	Address (Primary)	AB, CANADA, T1T 1A1					
Drug Levels (56 / 56)	AH Address (Mailing)	123-45 St. Edmonton					
Hematology (99 / 100)	, arr taarooo (maning)	AB, CANADA, T1T 1A1					
Immunology (1 / 1)							
Microbiology (98 / 100)							Print Inquiry More
• Other (2 / 2)							
Pathology (679)		1					
Community Reports (1)	Conligure Layout						
Diagnostic Imaging (1 / 8)							
Care Plan for ED (1/1)							

Under **SELECT A FORM**, select a **REASON FOR REFERRAL** and choose what you want to **REFER FOR**. Click **CREATE**.

Request for Ser	vice
Select a For	m
Reason for Referral *	Abnormal findings on bre Q Browse
Refer For *	Consult - Surgery - General Surgery
	Create

albertanetcare.ca/eReferral.htm

Once the referral form opens, begin filling in all information, including everything with a red asterisk (*).

When you reach **REFERRAL DETAILS**, choose **ATTACH REFERRAL FORM** from the **REFERRAL FORM SOURCE** field. Fill in the **REASONS FOR SENDING THIS REFERRAL**, **PATIENT'S CURRENT STATUS** and **CURRENT AND PAST MANAGEMENT FIELD**s. Scroll down to **ATTACH REFERRAL FORM**, click **BROWSE** and choose the file you want to upload. Under **SUBMISSION METHOD**, choose **ELECTRONIC**.

Referral Details	
Clinical Pathway URL	
Referral Form Source *	○ eReferral Form [●] Attach Referral Form [■]
Reason for sending this referral *	Please see attached referral.
Patient's current status *	Please see attached referral.
	Please provide details about if the patient's condition is stable or worsening. What you think is going on? Key symptoms and findings. Symptom onset/duration. Red flags.
Current and past management *	Please see attached referral.
	Please provide details of treatments tried and outcome(s). Consultation testing (previous, concurrent or if none, specify none).
👩 For this refer	ral to be accepted, please complete the Findings and/or Investigations column for each requirement in the table below.
Attach Referral F	Form
Attach Referral Form *	Browse Please attach a referral form from your desktop. File size restricted to 1MB
Submission Method *	Electronic



Submit your eReferral Consult Request. After you have completed the remainder of the eReferral form, click **SUBMIT** at the bottom of the page. Your referral will be received in real time and you will now be able to track the referral status and manage the referral using eReferral.