eREFERRAL QUICK REFERENCE:

How to Review a Referral You Created



There are two methods that you can use to review all of the referrals that you have created. The first step is different in each, but after *My Referrals* is selected the rest of the process will be identical.

Method 1:

You can view the *My Referrals* dashboard, located on the Homepage (if you have configured it as a windowlet). *Refer to the ANP Quick Reference:* <u>How</u> to Configure and Navigate the Homepage.



Method 2:

Click on *My Referrals* located on the Alberta Netcare Portal Menu Bar:

You will find the *My Referrals* dashboard as a

menu option under the *eReferral* folder on the left side of Alberta Netcare Portal. The *eReferral* folder allows quick access to review referral information. The menu bar is always available from the home page and is hidden when viewing a patient's profile.



Click on any worklist (i.e. *Drafts, In Progress, or Completed*) to access a list of referrals. When you click on a referral it will open for review. The example below displays the *In Progress* worklist.

Referrals	Total	Consults	Advice											
Recently Updated	9	6	3											
Cancelled/Declined	10	n Progress												
Action Required	55	Received Date		to										
Drafts	21	PHN/ULI Referral Reason		٩										
Undelivered	0	Status Draft Reassigned Waiting for Clerical Triage Clerical Triage In Progress												
In Progress	225	Deferred Appointment Booked												
	114	Request Type	Consult All O Yes		Advice									
Completed	114													
Completed Waiting for Response	7	Review Res	et Enter a new fa	vourite search	÷									
Completed Waiting for Response	7	Review Search Res Flagged for Referrer Patient Name	et Enter a new fa	PHN/ULI	Received Received Date	eferral Reason	Referring Provider	Appointment	Triage	Elapsed Time	Approximate Wait Time	Request Type	Service Provider	
Completed Waiting for Response	7	Review Search Res Flagged for Referrer Patient Name Y PRESLE Aaron	Et Enter a new fa DOB/Age Y, Elvis 27-jan- 1959 (59 years)	PHN/ULI 248450014	Received Date Ri 18-jul- 2018 Bi	eferral Reason PH (Benign ostatic rperplasia)	Referring Provider Dr. Allen E AUSFORD	Appointment 31-jul-2018	Triage Northern Alberta Urology Centre	Elapsed Time 17 weeks 6 days	Approximate Wait Time	Request Type Consult	Service Provider	

All the Referrals are organized into worklists with a numerical total. The *Recently Updated* worklist shows any referral that has been created or updated within a designated time period. You can set this time between one day and one month in your *My Details* page of Alberta Netcare Portal.

Show Recently Updated referrals for Last 7 days Last 1 day Last 2 days Last 7 days Last 3 days Last 7 days Last 2 days Last 7 days Last 2 days



