

eREFERRAL QUICK REFERENCE:

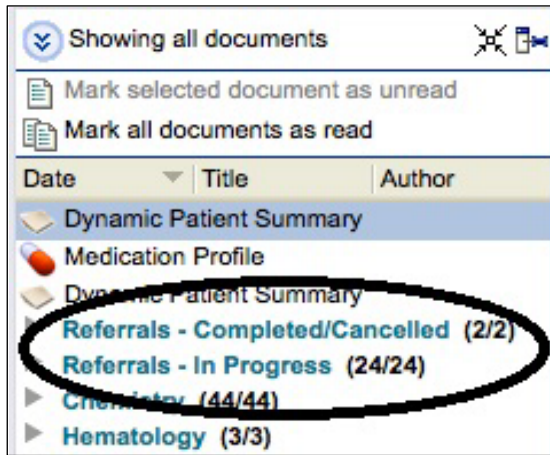
How to Review Referrals for a Single Patient

There are two methods that you can use to review referrals for a specific patient: 1) using the Clinical Document Tree or 2) through a patient search, worklist or referral list.

Method 1: Clinical Document Tree

You can review referrals from the Clinical Document Tree found within the patient's electronic health record (EHR). The Clinical Document Tree has two folders for a patient's referrals. The two folders are:

- Referrals - Completed/Cancelled
- Referrals - In Progress



Each folder represents a category and contains links to referrals. Click on the folder to see a list of contents.

- When you hold your mouse over an eReferral link, a tooltip will appear with summary information about that referral.
- When you click on an eReferral link, the form will appear in the window beside the Clinical Document Tree.

Method 2: patient search, worklist or referral list

If you have opened the patient record from a patient search or worklist, click on the **View Referral** icon from the Alberta Netcare Portal Context Menu (located at the top right of the screen).



If you have opened the patient record from a referral list, click on the **Create Referrals** icon from the Context Menu.



Once **View Referral** or **Create Referrals** is selected, you will see the **Patient Referral List** screen. In this screen, you will be able to see the patient's referrals organized into:

- **Drafts** – only accessible to the user who created it or their work colleagues
- **In Progress** – includes any referrals that have been submitted and are being processed.
- **Completed/Cancelled/Declined** – includes all referrals that have been closed.

You can click on a referral within a category (i.e. **In Progress**) in order to load and review the original referral form.

A sample screen is displayed below.

Special Considerations	Received Date	Referral Reason	Referring Provider	Appointment	Triage	Elapsed Time	Request Type	Service Provider	Status	Status Reason	Last Modified
Drafts											
No Results Found											
In Progress											
No Results Found											
Completed/Cancelled/Declined											