

eREFERRAL QUICK REFERENCE:

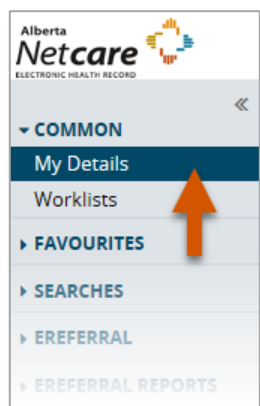
How to Update My Details to Submit a Referral

Getting Started

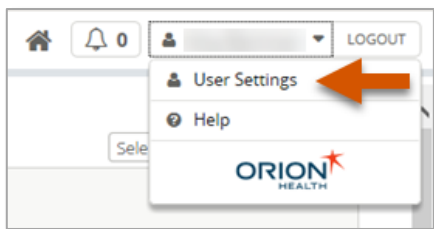
If you have access to the **eReferral** menu and **My Referrals** menu items, you will be able to create/submit eReferrals. Before you submit a referral, your provider information must be completed in the **My Details** page of your Alberta Netcare account.

Updating My Details

To access the **My Details** page, login to Alberta Netcare Portal and select the **My Details** menu item below the **Common** folder on the top left hand column of the home page or click on **User Settings** below your user ID in the top right corner.



Or



As a user who has permission to use eReferral you fall into one of these two categories:

- **Referring Provider Referrals**
- **Referring Provider Referrals on Behalf Of**

Referring Provider Referrals

If you are the **referring provider** you must complete the **Referring Provider Referrals** section in **My Details**.

1. Click on the magnifying glass icon next to **Referring Provider** to bring up the **Provincial Provider Registry (PPR)** search.

2. Enter your **First Name** and **Last Name** (as per CPSA license) then click **Search**. The search will return selections that include: **Name, Provider Type, City, and Status**.
3. Select one of the returned selections (as a referring provider, this should be your own name) and this information will populate the **Referring Provider** field.
4. Complete the remaining fields: **Phone Number, Fax Number, Address Line 1, Address Line 2, City, Postal Code, Province**.

Note: The values entered into these fields are not validated against the Provincial Provider Registry (PPR).

5. At the bottom of the page click **Update Preferences** to validate your updates.

If you, as a **referring provider**, will also be creating and submitting referrals on behalf of another provider you will be required to complete the following steps in your **My Details**:

1. Select **Yes** next to the **Use On Behalf Of** section.
2. Add one or more providers that you will be creating referrals on behalf of by clicking **Add** next to **Referring Provider**. This will bring up the **Provincial Provider Registry (PPR)** search.
3. To complete this section, follow steps 2-5 on page 1 of this document.

Referring Provider Referrals on Behalf Of

If you will be creating and submitting referrals **on behalf of a provider**, you must complete the **Referring Provider Referrals on Behalf Of** section in **My Details**.

1. Click on the **Add** next to **Referring Provider** to bring up the **Provincial Provider Registry (PPR)** search.
2. Enter **First Name** and **Last Name** of the provider (as per CPSA license) then click **Search**. The search will return selections that include: **Name, Provider Type, City, and Status**.

3. Select one of the returned selections and this information will populate the **Referring Provider** field.
4. Complete the remaining fields: **Phone Number, Fax Number, Address Line 1, Address Line 2, City, Postal Code, Province**.

Note: The values entered into these fields are not validated against the Provincial Provider Registry (PPR).

5. Add more referring providers to your **My Details** as you did in the above steps 1-3 if you will be referring on behalf of multiple providers. The first provider you enter will be the default when you create a request.

Note: Repeat step 4 manually for each referral on behalf of a different provider if the clinic demographics are different from the previous entered provider.

6. At the bottom of the page click **Update Preferences** to validate your updates.

Show Recently Updated Referrals For

The **Show Recently Updated referrals for** field is located on the right section of the screen. This dropdown field determines the length of time that a newly created or updated referral will appear on the **Recently Updated** worklist on the **My Referrals** dashboard.

Choose from the following values:
Last 1 day / Last 2 days / Last 3 days / Last 7 days / Last 2 weeks / Last 1 month

At the bottom of the page click **Update Preferences** to validate your updates.