

Add a LMO Referral / informal referral (non medical)

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You can also record a relationship that a patient has with a professional contact that, or for an informal referral (non-medical). This could be the relationship between the patient and their GP, where their GP referred them to the specialist that you have received a medical referral from.

You can record two types of relationship here:

- A LMO relationship (click **New LMO**).
- Correspondence Only relationship (click **New Contact**).

To record a relationship, follow these steps:

1. Search for the patient that the referral is for (Patients → Search → Show).
2. From the patient's record, select **Referrals** from menu.
3. Any existing referrals will be visible on the screen, check that the referral hasn't already been added, if it hasn't proceed to the next step.
4. Click **New LMO** or **New Contact**.
5. Select a Practitioner from the list.
6. Complete the fields using the table below for reference.
7. Click **Create Referral**.

Field Name	Description	Examples
Details		
Practitioner	The name of the professional contact that the referral/relationship is with. This is taken from the professional contacts list in CareRight. The practitioner does not need to have a provider number to appear in this list.	Dr Bob Jones
Medical Provider	The associate/provider in your organisation that the referral/relationship details were sent to	Dr John Smith
Referred On	Date that the referral was written/made or when the relationship commenced	13/04/2015
Notes	A notes field.	
Reference	This is a short reference field.	
Correspondence		

Field Name	Description	Examples
Recipient Status	<p>Indicates whether this practitioner is the:</p> <ul style="list-style-type: none">•Original Recipient (OR)•Carbon Copy (CC)•Blind Carbon Copy (BCC)•No copy <p>For letter correspondence for this referral.</p>	Original Recipient