

Create a Referral Out

Last Modified on 31/03/2025 10:10 am ACDT

Practitioners are able to raise a referral for external practitioners to your organisation (i.e., a Referral Out):

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Referrals**.
 - a. 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 **Referral Out**.
5. Select **Referral To**.

Note: CareRight requires a provider number recorded against a medical provider to ensure correct referral out for this contact. For an informal referral (non-medical) or LMO referral - see Add a referral for LMO / informal referral (non-medical).
6. Complete fields using the table below for reference.
7. Click **Create Referral**.

Field Name	Description	Examples
Details		
Referral To (external Practitioner)	The name of the practitioner the referral letter is going to . This is taken from the professional contacts list in CareRight. There must be a valid provider number recorded against this contact for a referral out. Current assumption in CareRight is that a Provider Number is required for a medical referral so the system is correctly preventing a referral out for this contact.	Dr Alan Jones Prof Debbie Davies
Medical Provider	Which provider the referral is being raised by.	Dr John Smith
Referred On	Date that the referral was written/made	13/04/2015
Activated On	Date the referral was activated. The expiry date of the referral will be generated from this date. So, if the active date was 17/04/2015 and the referral was valid for 12 months, then the expiry date will be 16/04/2016.	17/04/2015

Field Name	Description	Examples
Notes	<p>This field is pre-populated with the duration of the referral and the provider number of the practitioner. The duration that the referral is valid will be based on the type of practitioner.</p> <ul style="list-style-type: none"> •GP Referral = 12 months •Specialist Referral = 3 months <p>You can manually override the length of the referral by:</p> <ul style="list-style-type: none"> •Typing a different duration e.g. "9 months [provider number]" •Typing "indefinite [provider number]" to create an indefinite referral 	<p>(example provider number below)</p> <p>3 Months 2121331W</p> <p>12 Months 2121331W</p> <p>Indefinite 2121331W</p>
Disabled (checkbox)		
Referral Status	<p>This can be either active or inactive.</p> <p>This is automatically set to active when adding a referral.</p> <p>A process runs each night to make any expired referrals inactive.</p>	Active
Reference	This is a notes field.	
Correspondence		
Recipient Status	<p>Indicates whether this referring 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
Letter Delivery Method	Select from the drop-down list	
Letter		

Field Name	Description	Examples
Location	Select from the drop-down list	
Description		
Letter Writing Editor	This utilises the same Letter editing functions in Correspondence	
Notes		