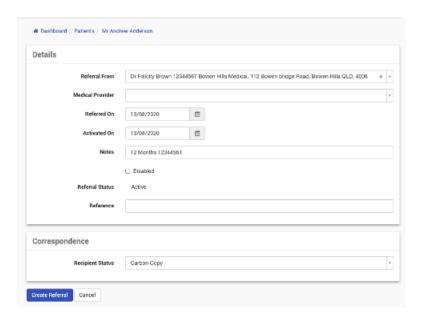
Creating / Updating Referrals / LMO / Correspondence Contacts

Last Modified on 21/08/2020 4:52 pm ACST

Creating a Medical Referral In

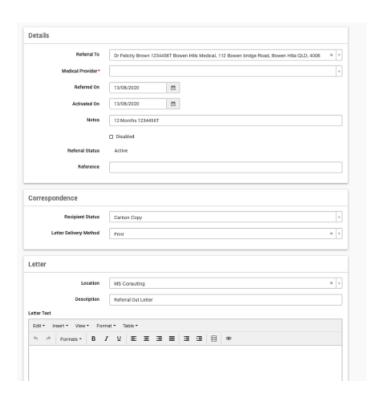
- 1. From the dashboard Click Patients
- 2. Search or scroll My patients list to find the patient then click patients name or show
- 3. Scroll down the sub menu and click referrals
- Any existing referrals will be visible on the screen, check that the referral hasn't already been added, if it hasn't proceed to the next step
- 4. Click Referral In
- 5. Select who the Referral is from (Practitioner) from the list
- If the practitioner is not in the list then Click New Contact to add provider.
- 6. Complete the fields and click Create Referral.



Creating a Medical Referral Out

- 1. From the dashboard Click Patients
- 2. Search or scroll My patients list to find the patient then click patients name or show
- 3. Scroll down the sub menu and click referrals
- 4. 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
- 5. Click Referral Out

- 6. Select who the Referral is going to from the list
- 7. If the practitioner is not in the list then Click New Contact to add provider.
- 8. Complete the fields and click Create Referral.



Add a LMO Referral / informal referral (non medical)

- 1. From the dashboard Click Patients
- 2. Search or scroll My patients list to find the patient then click patients name or show
- 3. Scroll down the sub menu and click referrals
- 4. 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
- 5. Click New Lmo
- 6. Select who the Referral is going to (Practitioner) from the list
- 7. If the practitioner is not in the list then Click New Contact to add provider.
- 8. Complete the fields and click Create Referral.

