
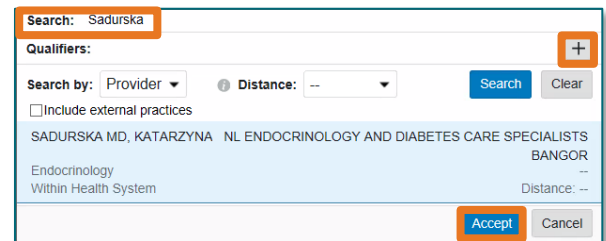
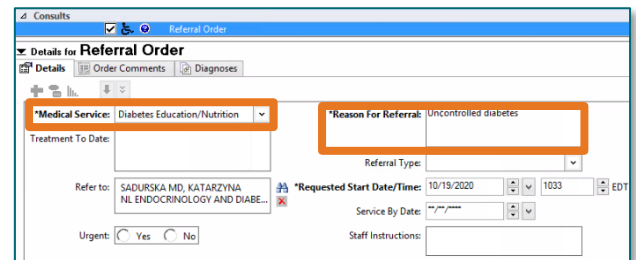
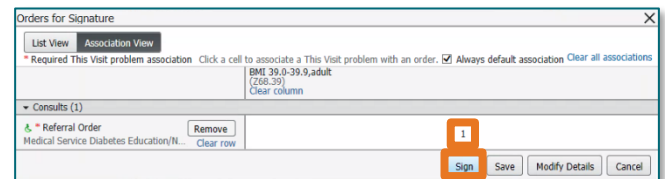
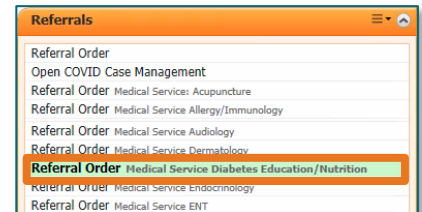


The following is an instruction on the Referral Order Process for Ambulatory Providers.

Ordering a Referral

➤ From the Primary Care Quick Orders ViewPoint

- Navigate to the Referrals component.
 - Select the most appropriate referral order from within the Referrals component.
- Click the Orders for Signature bin.
 - Associate the Referral Order with a diagnosis. 
 - Click **Modify**.
- The Orders scratchpad will display.
 - Double-click the Referral Order from the scratch pad.
 - The order details will display in the lower pane.
 - Fill in detail fields as appropriate.
 - The Reason for the Referral field is required.
 - In the Refer To field, click the binoculars to search for appropriate providers.
 - Search for provider, facility, or specialty in the search field.
 - Qualifiers can be added to the search by clicking the plus button.
 - Click to select the desired provider from the search results.
 - Click **Accept**.



NOTE: Required fields will display in yellow, however, filling in additional fields will further assist the referral specialist in appropriately scheduling the patient.

- When all details have been filled in as appropriate, click **Sign**.
- A task will then be routed to the schedulers to arrange a follow-up appointment for the patient.