The Diabetes Education Referral workflow is a shared process between the referring provider and the receiving practice. This flyer outlines the Diabetes Education Referral workflow for the ordering provider and the DSMES/T & MNT Program Team.

Diabetes Education Referral Order Process

Referring providers will enter a **Diabetes Education Referral** order and complete the **Referring Provider** section of the Diabetes Self-Management Education and Support Referral Form. The practice receiving the referral will review the referral and complete the **Receiving DSMES/T & MNT Program** section of the Diabetes Self-Management Education and Support Referral Form.

Referring Provider Workflow

STEP 1: From the **Quick Orders MPage**, navigate to the **Referrals – In-Person consultations** folder within the Referrals component.

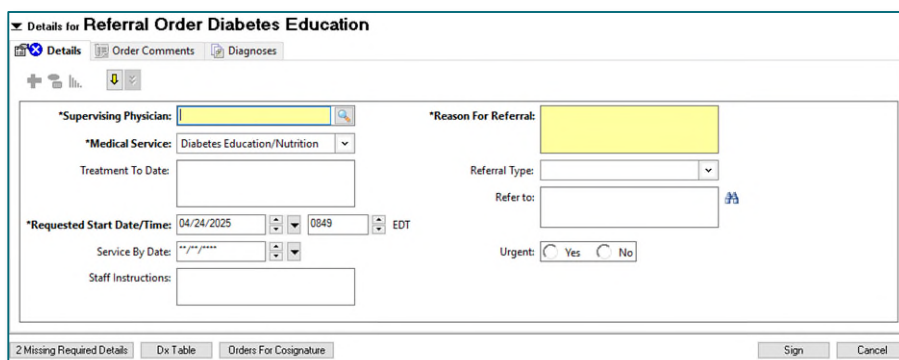**STEP 2:** Select **Referral Order Diabetes Education**.

STEP 3: Go to **Orders for Signature**.

STEP 4: Associate a **This Visit** problem.

STEP 5: Click **Modify Details** to complete required feilds.

- Physicians will complete the **Reason for Referral** field only.

- Advanced Practitioners, including Nurse Midwives, will complete the **Supervising Physician** and **Reason for Referral** fields.
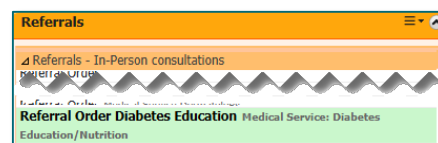

NOTE: **Advanced Practitioners including Certified Nurse Midwives must enter a Supervising Physician on Diabetes Education Referrals as Medicare guidelines state only Physicians can order Medical Nutrition Therapy (MNT).**

The Supervising Physician will receive the Diabetes Education Referral order for co-signature in Message Center. The Supervising Physician will not receive notes or any other information regarding the referral, this will continue to go to the ordering provider, who is listed as the referring provider on the referral.

The Supervising Physician field will pull in last charted value, which will only need to be completed on subsequent Diabetes Education Referrals if the supervising physician has changed.

STEP 6:   Click **Sign**.

STEP 7:   The **Diabetes Education Referral Discern** alert window appears, prompting providers to complete the **Referral Form**.
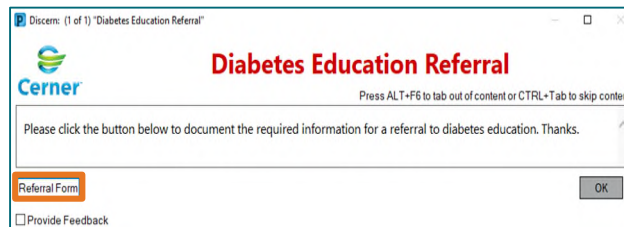
STEP 8:   Click **Referral Form** to open the Diabetes Self-Management Education and Support Referral Form.

STEP 9:   Complete the following in the **Referring Provider** section:

- **Requested Services** – select **one** option from the requested services.
- **Diabetes Self-Management Education/Training Content** – the referring provider can choose for the DSMES/T team to select training content areas on assessment and/or can opt to select the content.
- **Certification Statements** – select statements that apply.

STEP 10:   Review the **Most Recent Results** (view only) section which displays last documented/resulted lab values.

STEP 11:   Review Medicare's definition of Diabetes for reference

STEP 12:   Select the **green checkmark** to sign the form.

STEP 13:   Click **OK** in the Diabetes Education Referral Discern alert window.

NOTE: **The Diabetes Education Referral Order is complete and will populate the Referral Management worklist.**

Receiving DSMES/T & MNT Program Workflow

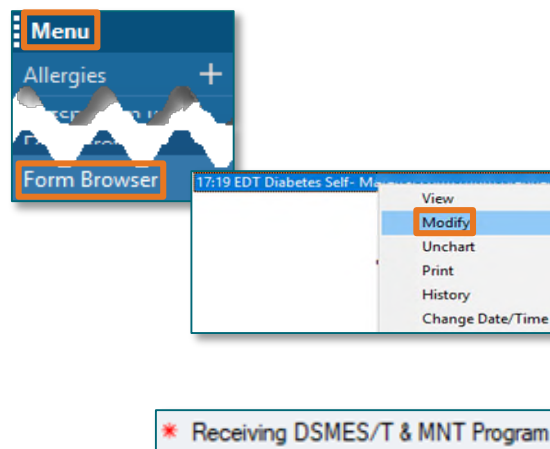Follow current workflow for managing incoming referrals.

STEP 1:   From the patient's chart, navigate to the **Menu**.

STEP 2:   Select **Form Browser.**

STEP 3:   Right-click **Diabetes Self-Management Education and Support Referral Form**.

STEP 4:   Select **Modify.**

STEP 5:   Click **Receiving DSMES/T & MNT Program** section.

STEP 6: Complete the following fields:

- **DSMES Reason for Referral** – the reason for referral can be located on the Diabetes Education Referral order
- **Diabetes Annual Visit**
- **Diabetes Management Training Type**
- **Medical Nutrition Therapy (Registered Dietitian)**
- **Complete additional fields as applicable**

STEP 7: Click the **green checkmark** to sign the form. ☑