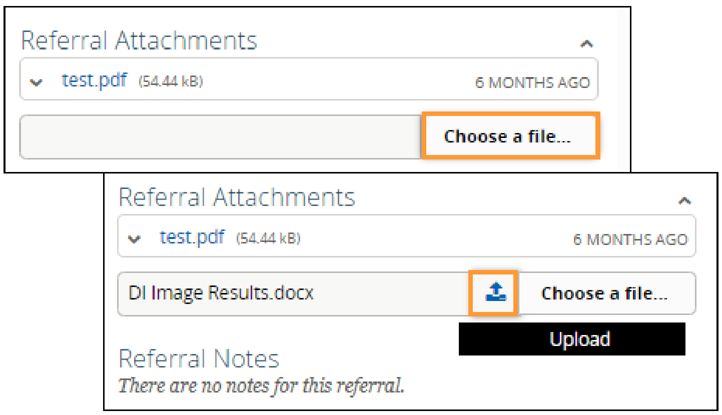
How to Update a Referral

Use one of the options below to update a referral with new information.

NOTE:	The ***Edit Referral*** workflow should only be used for such things as updating a patient's contact information e.g. phone number(s), address etc., or changing a Referring Provider. Using the alternative workflows below makes it easier for users to see what has changed.

Option A: If you need to add an attachment to a Referral use the ***Right Panel***.

1. Click ***Choose file…*** in the ***Right Panel***. Navigate to the file you wish to upload.
2. Click the ***Upload*** icon.

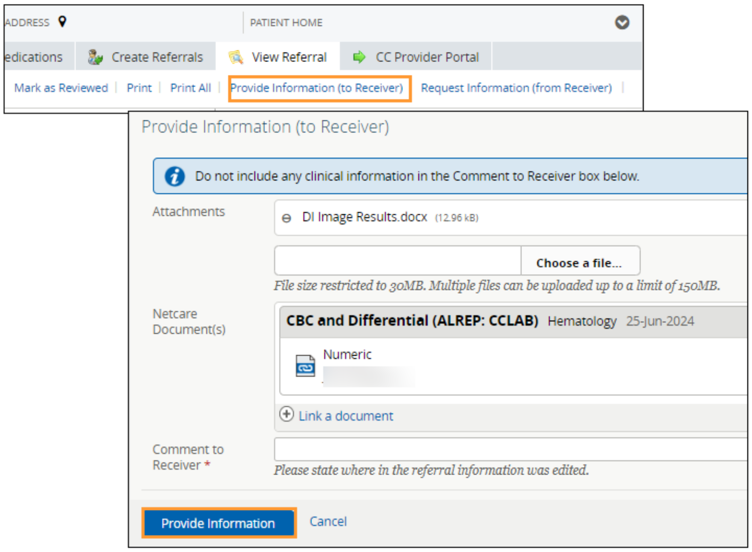


3. Click the ***Delete the attachment*** icon if you selected the incorrect file. The file name will remain, but the file will be deleted.

TIP	Files can be attached and Netcare files linked during the creation of the Referral/eConsult. After referral creation and submission files can be attached via the Right Panel, linking Netcare files must be done using the appropriate workflow option.

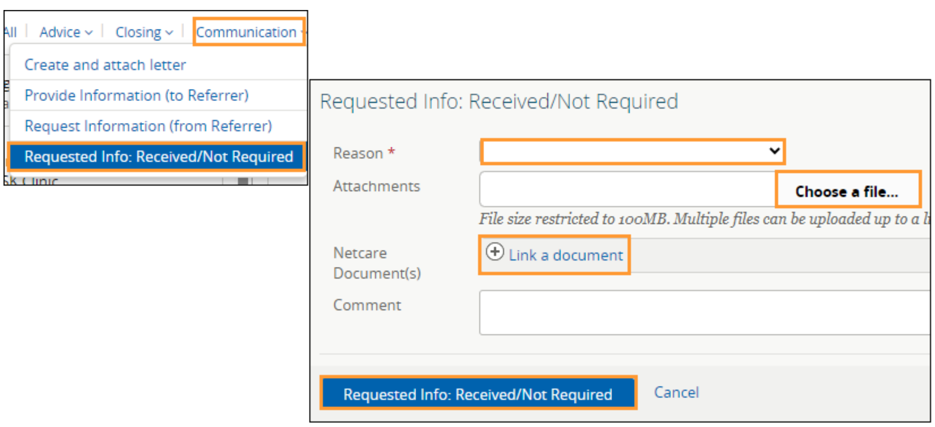
Option B: If you need to provide information to the Receiving Provider.

1. Click ***Provide Information (to Receiver)*** to add attachments, link Netcare files or provide patient update/add a ***Comment to the Receiver***. All updates are captured in the ***Right Panel***.



Option C: If you need to add information that was received from the.Referring Provider.

1. Click ***Communication - Requested Info: Received/Not Required*** to add new information received from the Referring Provider.



Option D: If you need to add a note to the referral e.g., to indicate the patient's condition has worsened.

1. Click ***Add Note*** to ensure the referral update is not missed as these will also be visible in the ***Right Panel***.