

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.

 test. 	 test.pdf (54.44 kB) 		6 MONTHS AGO	
		Choose a	file	
	Referral Attachments			^
	✓ test.pdf (54.44 kB)		6 MC	NTHS AGO
	DI Image Results.docx	1	Choose	a file
	Referral Notes There are no notes for this referral.		Upload	

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

–		Referral Attachments		^	
		θ	Newsletters.docx (926.62 kB)	7 WEEKS AGO	
		\oslash	test.pdf (54.44 kB)	(Deleted 2 months ago)	
File Name File Size	test - Copy.pdf 54.44kB	~	test - Copy.pdf (54.44 kB)	Delete this attachment 💼	
Created By Created Date Document Typ	Twenty Training 24-Apr-2024 3:03 PM pe application/pdf			Choose a file	
MD5 Hash a0981eeb0e4c4d6889af1c608625d310		Re	ferral Notes		
TIP	Files can be attached and Netcare file referral creation and submission files must be done using the appropriate w	es lin can vorkf	ked during the creation of be attached via the Righ low option.	of the Referral/eConsult. Afte t Panel, linking Netcare files	

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*.



ADDRESS 💡		PATIENT HOME		0	
edications 🛛 🐉	Create Referrals	View Referral 📫 🖒	Provider Portal		
Mark as Reviewed	I Print Print All Pr	ovide Information (to Receiv	er) Request Information (fro	om Receiver)	
<u>.</u>	Provide Inform	mation (to Receiver)			
	👩 Do not in	nclude any clinical informa	ation in the Comment to Rec	eiver box below.	
	Attachments	⊖ DI Image Resul	ts.docx (12.96 kB)		
		File size restricted to	Ct 30MB. Multiple files can be u	noose a file Iploaded up to a limi	it of 150MB.
	Netcare Document(s)	CBC and Differ	ential (ALREP: CCLAB)	Hematology 25-Jur	n-2024
		Numeric			
		🕀 Link a documen	t		
	Comment to Receiver *		A	- 314 - 3	
		Please state where in	the referral information was	eattea.	
	Provide Inform	nation Cancel			

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.

All Advice ~ Closing ~ Communication			
Create and attach letter			
Provide Information (to Referrer)	Requested Info: Received/Not Required		
- Request Information (from Referrer)			
Requested Info: Received/Not Required	Reason *	· · ·	•
K Linic 📃 📃	Attachments		Choose a file
		File size restricted to 100MB. Multiple files ca	in be uploaded up to a l
	Netcare Document(s)	⊕ Link a document	
	Comment		
	Requested Info: Rec	eived/Not Required Cancel	

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.

	Add Note Edit Referral
Add Note	
Туре*	Clerical V
Comment	Added latest DI results and linked Netcare documents
Select "Yes" to submit to specialty for review. <u>*</u>	Yes No
Add Note	Cancel