The *My Assigned Referrals* dashboard displays all Referrals (previously called Consults) and eConsults (previously called Advice Requests) that are assigned to a specific receiving provider This dashboard is only available to Alberta Netcare users who have a Receiving Provider role.

The *My Assigned Referrals* dashboard includes the following worklists assigned to the receiving provider:

- *Action Required:* Referring provider has requested or provided additional information for you to review.

- *Open eConsult:* Any open eConsults.

- *Waiting for Appointment/Waitlisted:* Referrals waitlisted and waiting for an appointment.

- *Scheduled:* Referrals with a booked appointment.

- *Completed/Cancelled/Declined:* Referrals and eConsults that have been completed, cancelled or declined.

- *Triage:* Referrals or eConsults in queue to be triaged.

- *Waiting for Response:* Referrals or eConsults that have been sent to the referring provider to provide information.

- *Deferred:* Referrals that have been deferred due to the patient not being ready to book medically, functionally, or socially.

Adding My Assigned Referrals to Your Homepage

1. Open the *Homepage*.

2. Scroll down to the bottom of the *Homepage* and click *Configure Layout*.
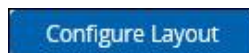
3. Choose how you want the windowlet to be displayed on the *Homepage* by selecting *New Section to the Right* or *New Section Below*. Click the *Add* ⊕ button.

4. Click the drop-down arrow to show a list of configurable options. Select *My Assigned Referrals* from the list.

5. Click *Update Layout* at the bottom of the page to save the changes.

6. Confirm the Homepage is now displaying the *My Assigned Referrals* dashboard.

Managing My Assigned Referrals

1. Confirm the Homepage is now displaying the *My Assigned Referrals* dashboard.

Requests		Total	Referrals	eConsults
Action Required	⚠	3	1	2
Open eConsult Requests	⚠	2	-	2
Waiting for Appointment/Waitlisted		1	1	0
Scheduled		0	0	-
Completed/Cancelled/Declined		4	1	3
Triage		1	1	0
Waiting for Response		1	0	1
Deferred		0	0	-

2. Click on any of the worklists on the *My Assigned Referrals* dashboard, located under the *Clinical Portal Menu* or on the *Homepage*, to view a summary of referrals.

3. Click on a Referral/eConsult in the list to access the applicable patient Referral/eConsult.

4. Within the referral form, you will have access to the workflow and be able to apply triage workflow actions to assigned Referrals/eConsults.

> **NOTE:** For further information on triage workflow and actions, review the eReferral Quick Reference documents: How to Manage/Triage a Referral or How to Manage/Triage an eConsult.