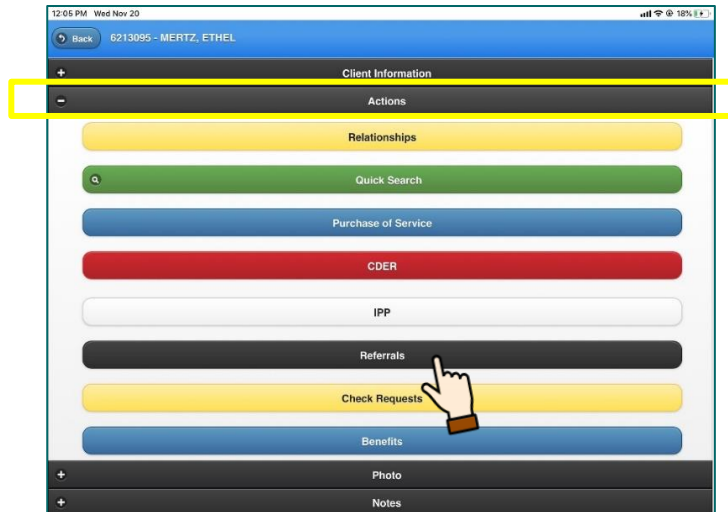


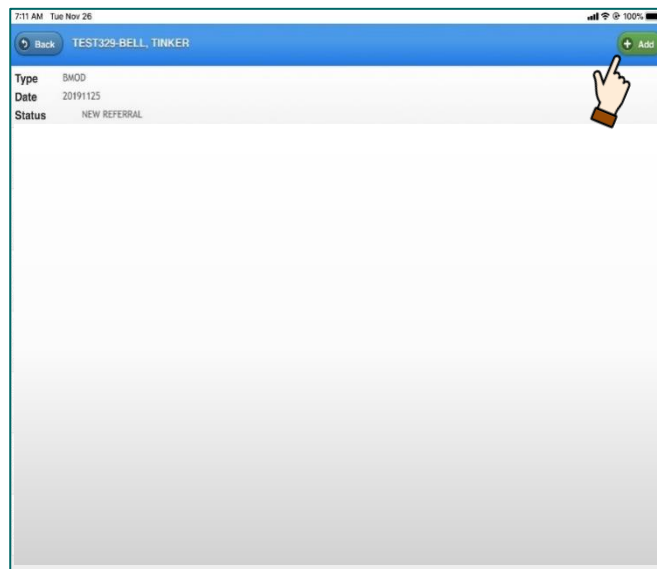
Referrals


The **Referrals** section will allow you to add a new referral, view previous referrals, and modify an existing referral.

From the **Actions** tab, TAP the **Referrals** option to view or add a new referral.

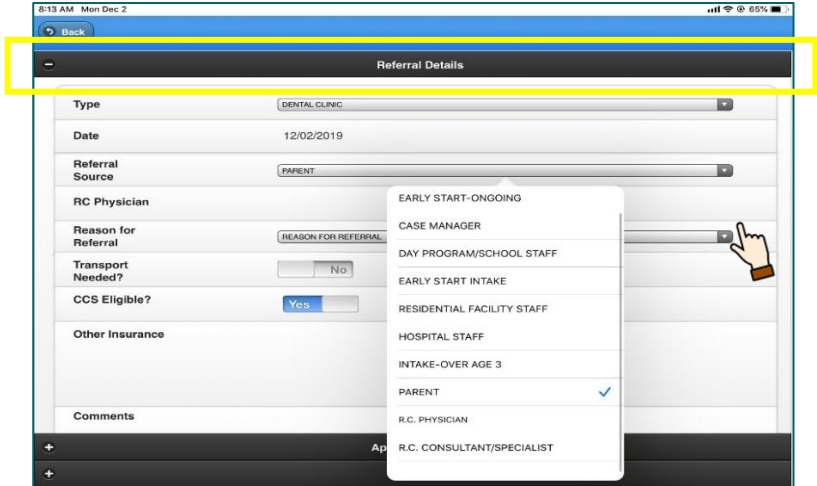


From the **Referral History Screen**, TAP the **Add** button to add a new referral.



You can TAP the drop-down menu () to display your options.

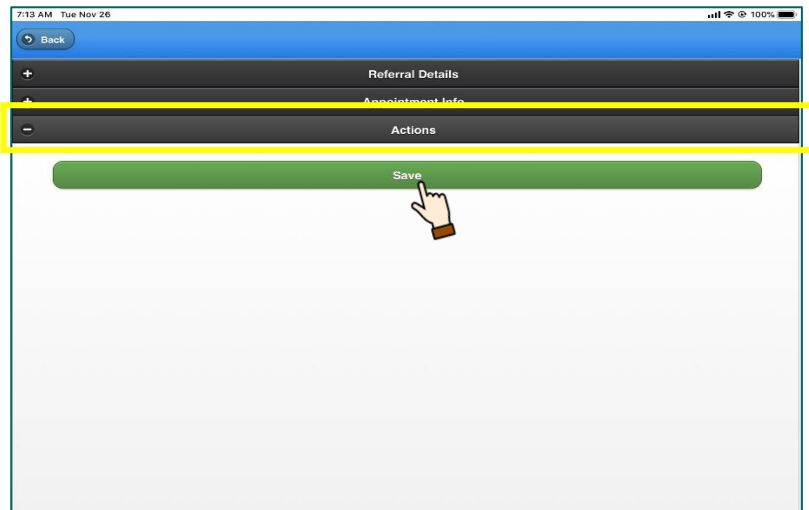
ENTER the information for the *Type*, *Referral Source*, *RC Physician*, *Reason for Referral*, *Transport Needed*, *CCS Eligible*, *Other Insurance*, and *Comments*. The *Date* will default to the date the referral is created.



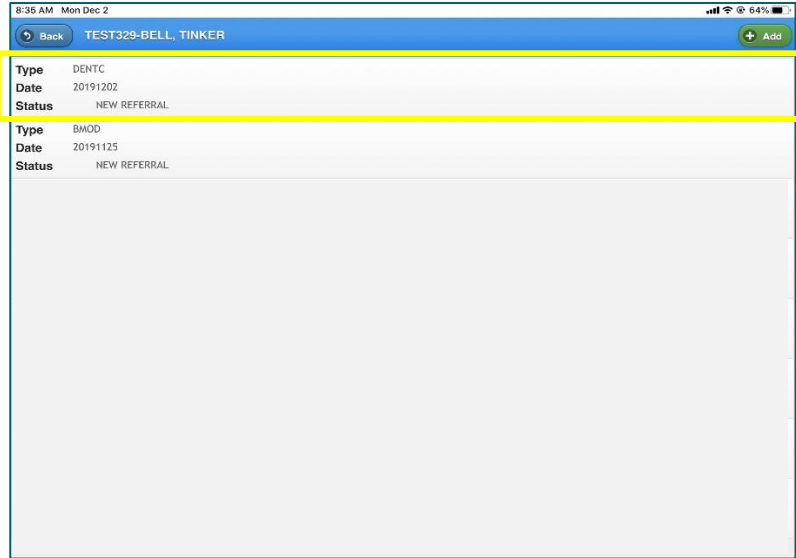
TAP the **Appointment Info** tab to enter the appointment details.



Once you are done entering the necessary information, TAP the **Actions** tab, then TAP the **Save** button to save the new referral.

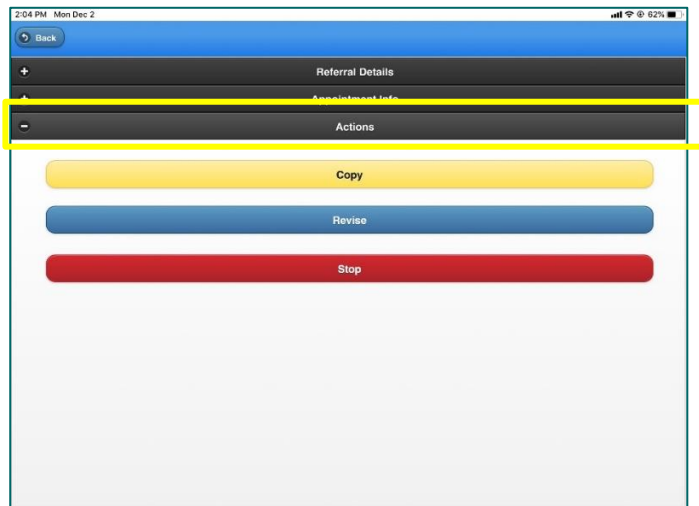


The new referral will display on the **Referrals History** screen.



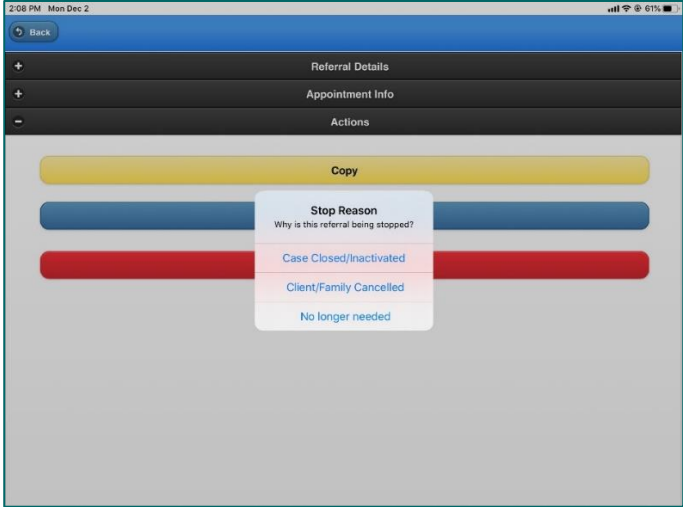
Copy, Revise, or Stop an Existing Referral

The **Referrals** section will give you the ability to copy, revise, or stop an existing referral. Copying a referral will record the information into a new referral. Revising will allow you to update an existing referral. Stopping will end the current referral and you will have the option to send an email to responsible party.



TAP on an existing referral, then **Actions** to select **Copy**, **Revise**, or **Stop** a referral.

When stopping a referral, the application will prompt you to enter a reason. **SELECT** the appropriate reason.



On the next screen, you have the options to **Send Email** or to go **Back To Referrals** screen. An automated email will appear when clicking on **Send Email**. You can edit or send as is.

