



## Internal Referrals

To send an internal referral for a patient.

Internal Referrals are also being used for referral to the Nurse Practitioner and HMS to see patient.

## Process

1. Select Internal Client Referral Form

The screenshot shows the 'Internal Client Referrals' form. On the left is a sidebar with a 'Submit' button and 'Online Documentation' link. The main form area includes a search field for the 'Client Being Referred', radio buttons for 'Internal Referral Type Category' (Group, Program, Team, Other), a dropdown for 'Internal Referral Type Being Requested', and another dropdown for 'Episode'. On the right, there is a text area for 'Internal Referral Type Description' and three dropdown menus for 'Internal Referral Program', 'Internal Referral Group', and 'Internal Referral Team'. An 'Initiate Internal Referral Process' button is located at the bottom right of the form.

2. Search patient and select Team Category
3. Indicate Internal Referral Type and then Initiate Internal Referral Process
4. It will automatically launch into the corresponding Referral form
5. Fill out form and submit as appropriate



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