

Sending Patient Referrals Electronically within a Progress Note

- Go to the **'Treatment'** section in the Progress Note.

Treatment: |

- Click the **'Outgoing Referral'** button to start a referral.

METHOD 1

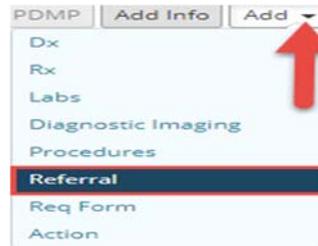
or

METHOD 2

Click the icon



Click Add and Referral

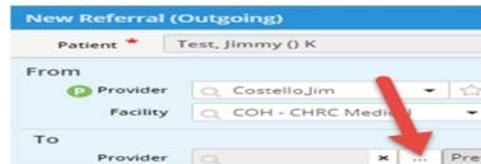
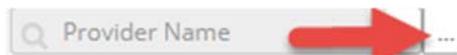


- Click the ellipsis [...] next to the Provider field in the **'Ref To'** section.

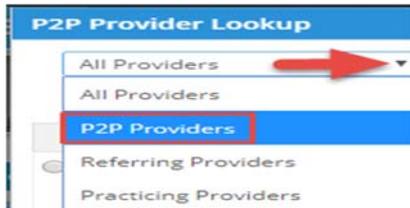
METHOD 1

or

METHOD 2



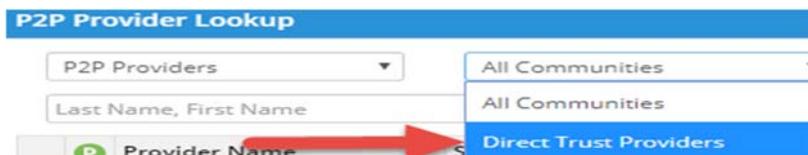
- Click the down arrow in the **'All Providers'** field.
- Select the **'P2P Providers'** option. An **'All Communities'** field will display.



- Select the down arrow in the **'All Communities'** field.



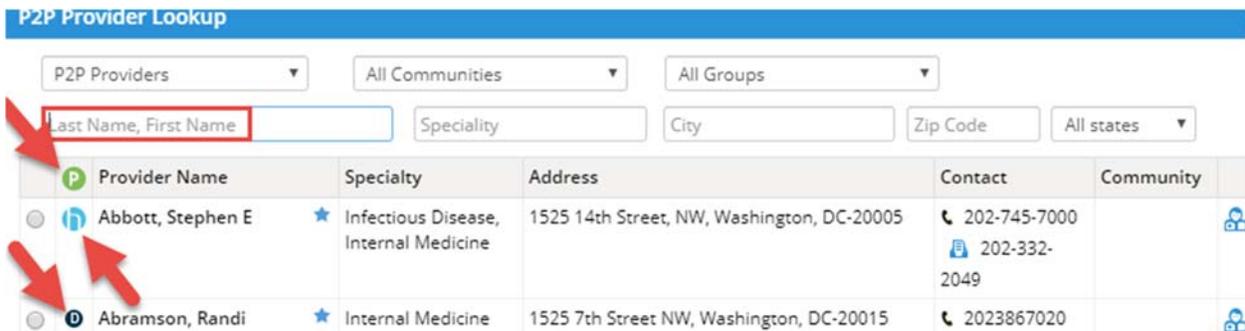
- Select the **'Direct Trust Providers'**.



8. Enter organization name or individual's name to find their Direct address.

Providers with a Direct Address will have a "D" icon next to their name. If you hover over the "D" icon it will display the Direct address for the provider/organization.

NOTE: The Direct address may be different than the provider or organization name. Some organizations have a single DIRECT address where all referrals are received in a centralized department and then distributed to the appropriate provider. Providers enabled for P2P will have a "P" icon next to their name. Providers enabled for healow will have "h" in a blue circle next to their name.



P2P Provider Lookup

P2P Providers | All Communities | All Groups

Last Name, First Name | Speciality | City | Zip Code | All states

	Provider Name	Specialty	Address	Contact	Community
<input type="radio"/>	 Abbott, Stephen E	 Infectious Disease, Internal Medicine	1525 14th Street, NW, Washington, DC-20005	202-745-7000 202-332-2049	
<input type="radio"/>	 Abramson, Randi	 Internal Medicine	1525 7th Street NW, Washington, DC-20015	2023867020	

9. Click the radio button next to the organization/provider name. This will close the window and return to the outgoing referral window.

10. Enter/select Specialty for this referral

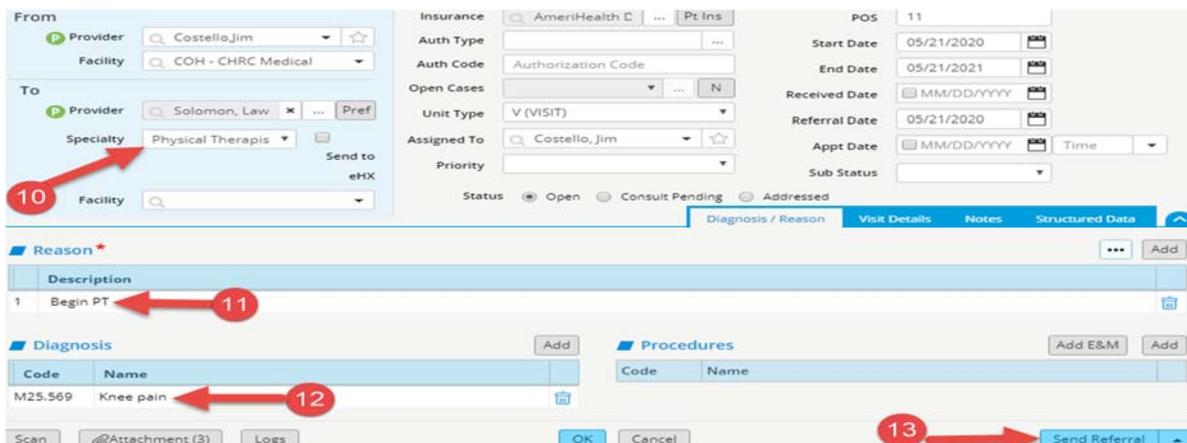
11. Enter reason for referral.

In addition to documenting the clinical reasons for the referral, it is recommended to include the Specialty being referred to in the reason field since the Specialty entered in the 'Ref To' field does not transmit if it is not included in the Direct Address for the provider/organization.

It is also recommended to include the primary language of the patient, if not English, in the reason field since this may get overlooked in the demographics section. (Note: these can be created in the Browse window for easy selection)

12. Enter patient diagnosis for this referral.

13. Click the 'Send Referral' button.



From
 Provider: Costello, Jim
 Facility: COH - CHRC Medical

To
 Provider: Solomon, Law
 Specialty: Physical Therapis
 Facility: [Empty]

Insurance
 AmeriHealth C | Pt Ins
 Auth Type: [Empty]
 Auth Code: Authorization Code
 Open Cases: [Empty] N
 Unit Type: V (VISIT)
 Assigned To: Costello, Jim
 Priority: [Empty]

POS
 11
 Start Date: 05/21/2020
 End Date: 05/21/2021
 Received Date: [Empty]
 Referral Date: 05/21/2020
 Appt Date: [Empty]
 Sub Status: [Empty]

Reason
 Description
 1 Begin PT

Diagnosis
 Code Name
 M25.569 Knee pain

Procedures
 Code Name
 [Empty]

Buttons: Scan, Attachment (3), Logs, OK, Cancel, Send Referral