

How to do a Referral

This is a two (2) part process:

Part 1: Create a referral on the appropriate web site

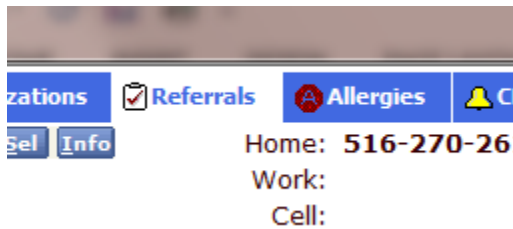
A) Create the referral and copy the authorization codes

B) Print the referral as a pdf (same as for insurance verifications)

C) Save it with name etc, so you can attach it later

Part 2: : A referral must be created in eCW

A) Go to the patient Hub and click on referral



B) Now Click on Outgoing (we only do outgoing not incoming which is for specialists)

The screenshot shows a table with the following data:

	Referral To	Speciality	Start Date	End Date	Allowe	Used visits
ron	Rosenberg,Irene	Dermatology	11/20/2012	11/20/2013	1	0

Buttons for "New", "Update", and "Delete" are visible above the table. The word "Outgoing" is highlighted in a dashed box above the table.

C) Click on New to create a new referral

The screenshot shows a 'Referral (Outgoing)' form with the following fields and annotations:

- Annotation a:** Points to the 'Ref To' section, specifically the 'Provider' dropdown menu.
- Annotation b:** Points to the 'Assigned To' dropdown menu.
- Annotation c:** Points to the 'Auth Code' field.
- Annotation d:** Points to the 'Reason' table header.
- Annotation e:** Points to the 'Add' button in the 'Diagnosis' section.
- Annotation f:** Points to the 'Attachments' button at the bottom of the form.

Form Fields:

- Patient: Glean, Malachi (108420)
- Insurance: Blue Cross
- Ref From: Feinstein, Stuart
- Facility From: Kids Care Pediatric Assoc
- Ref To: Provider, Specialty
- Auth Code, Ref No
- Start Date: 04/12/2013
- Referral Date: 04/12/2013
- End Date: 04/12/2014
- Open Cases: [dropdown] [N]
- Assigned To: [dropdown]
- Appt Date: 04/12/2013
- Unit Type: V (VISIT)
- Received Date: 04/12/2013
- Status: Open Consult Pending Addressed
- Priority: Routine

Diagnosis / Reason Section:

Sl. No	Description
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Diagnosis Section:

Code	Name
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Procedures Section:

Code	Name
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Buttons: Scan, Attachments, Logs, OK, Cancel, Send Referral

- a. Fill in Provider from list
 - b. Fill in whom it is assigned to
 - c. Add the authorization code from the web referral (see part 1)
 - d. Under Visit Details put in the amount of visits (at least one)
 - e. If needed add a diagnosis
 - f. Attach the web referral under the Scan button, (click add, local) same as for insurance, patient docs, etc
- D) Say OK and you are all done