



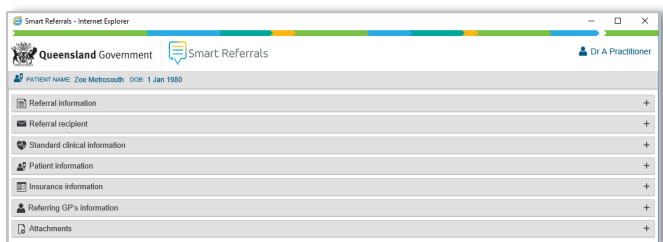
Smart Referrals

Completing the Referral Form

Forms Sections

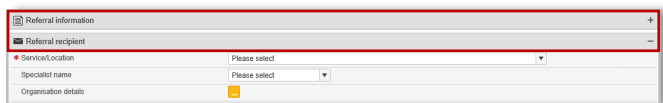
The Smart Referrals form is divided into the following sections:

- Referral information
- Referral recipient
- Condition specific information
- Standard clinical information
- Patient information
- Insurance information
- Referring GPs information
- Attachments



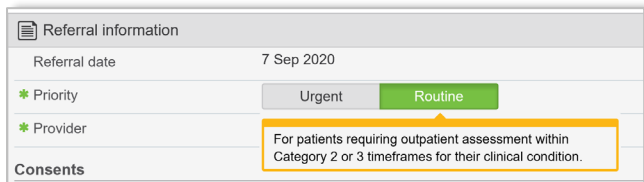
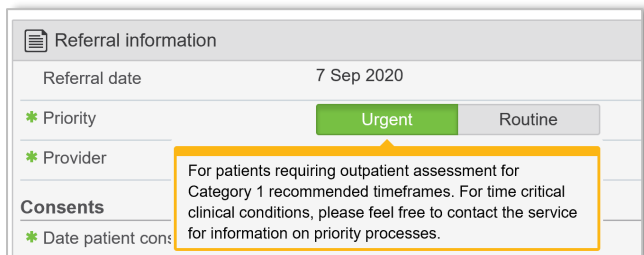
The referral information and referral recipient sections are open by default, whilst all other sections are closed.

- To open or close a referral section, click anywhere within the grey header bar.



Referral Priority

The referral priority should be selected based on clinical urgency as detailed below:



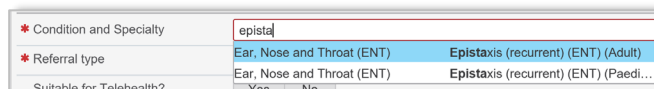
Referral Provider

The referral provider is automatically selected as Queensland Health Smart Referral (QHSR), which refers to publicly funded services, service locations, organisations and named providers for public use.

NOTE: QHSR referrals length is 12 months

Condition and Specialty

GPs are encouraged to search for the clinical prioritisation criteria (CPC) condition, and if not applicable, search for the Specialty.



NOTE: CPC conditions can be differentiated by their Specialty and life stage i.e. adult vs. paediatric.

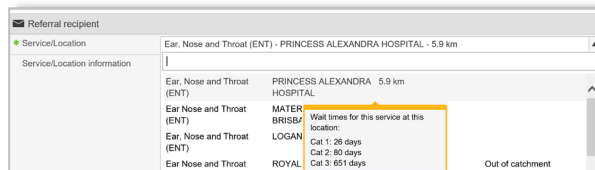
Referral Recipient

Based on the selected Condition and/or Specialty, the relevant Services, their locations and named providers will be returned.



NOTE: Services are listed in order of distance from patient address within catchment, followed by out of catchment.

Hover over a specialist outpatient service to be displayed the category wait times.

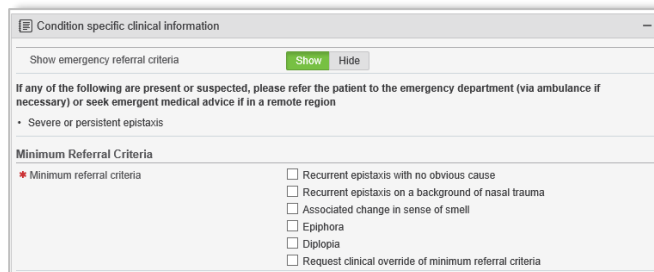


Condition Specific Clinical Information

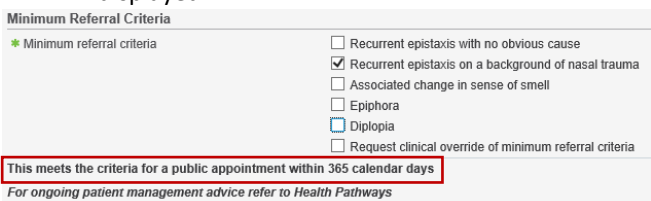
This section is triggered based on the selection of the condition and/or specialty.

NOTE: Some conditions and/or specialties may not require condition specific information, therefore the section will not appear.

- The condition specific information section features minimum referral criteria.



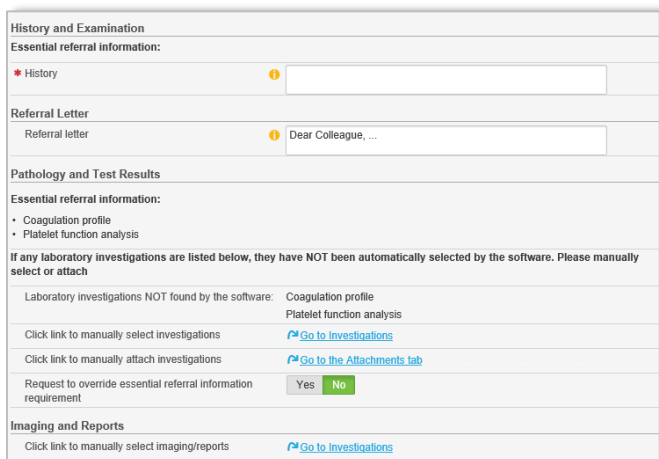
- When selected, the public appointment criteria are displayed.





Smart Referrals

- You can record essential referral information, attach pathology and test results and record imaging and reports, as clinically appropriate.

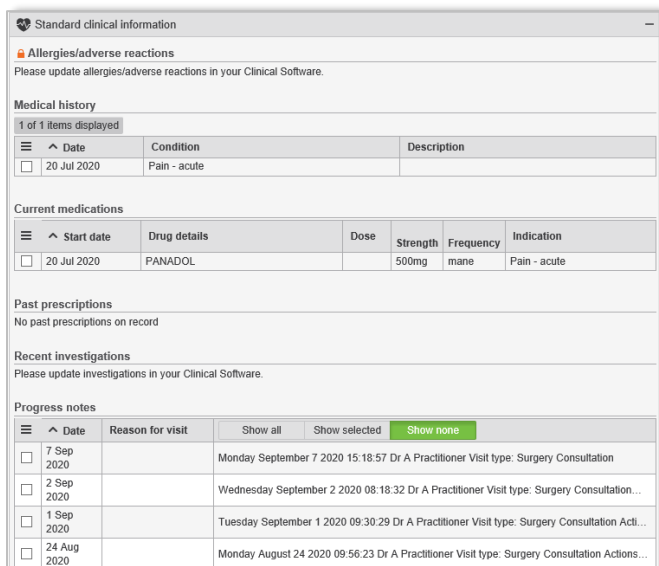


IMPORTANT: The content of the section will change based on the selected condition and/or specialty, in line with the clinical prioritisation criteria (CPC).

Standard Clinical Information


This section allows the referring GP to include any other relevant clinical information, such as

- Allergies
- Medical history
- Current medication
- Past prescriptions
- Recent investigation
- Progress notes





Please see the **'Extracting Info from Clinical Software' QRG** to assist with updating the Immunisation, Observation, Smoking Status, Alcohol Consumption, Patient Information and Insurance Information sections of the Smart Referrals template.


Form Icons


 An asterisk indicates a mandatory field. The form will not submit until all mandatory fields have been completed.


 *NOTE: When a field is complete, the asterisk will change from red to green.*


 A padlock indicates a field that has been populated from the clinical software and is not editable within the form. To edit the field, update the data in the practice management software and click the refresh button.

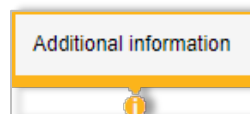
 The writeback icon indicates a field that will be written back to the clinical software. To edit the field, update the data in the clinical software and click the refresh button.

 A link that directs to a location on the form.

 A link that directs to an external location, opening in a new window.

 The information button indicates details are available that are too large for the form body. Clicking on this opens a popover containing further details, for example patient contact information.

 An info icon indicates there is helpful or important information related to the field. When hovered on, the information is displayed in a tool tip.



Other Quick Reference Guides (QRGs)

Please see the following QRGs to assist with completing the Smart Referrals template:

- 'Attaching Information to the Referral'
- 'Extracting Info from Clinical Software'
- 'Missing Fields, Preview, Submit'

How to get help

Please contact Smart Referrals Support Team:

Ph: 1300 478 439

Email: CEQ_SmartReferrals@health.qld.gov.au

