



Missing Fields, Preview, Submit

Missing Fields

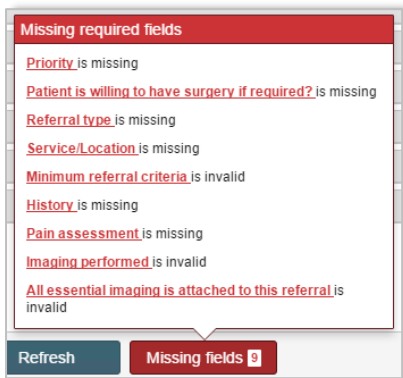
Missing fields are a list of all the incomplete mandatory fields that are required to be completed before submitting the referral.

NOTE: The number in the button indicates how many fields need to be completed.

- The submit button will remain disabled until all missing fields are completed.



- Click the 'Missing fields' button to show a list of missing required fields:



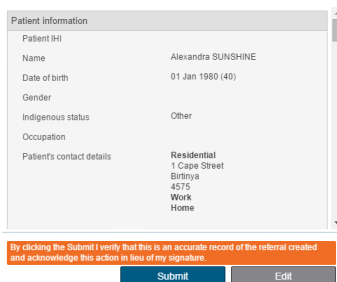
- Click on the title to navigate to the field.
- When all mandatory fields are completed, the 'Missing fields' button will disappear and the 'Submit' button is enabled:



Submitting Referrals

- Selecting 'Submit' opens a pop-up window to review the referral information:

Preview



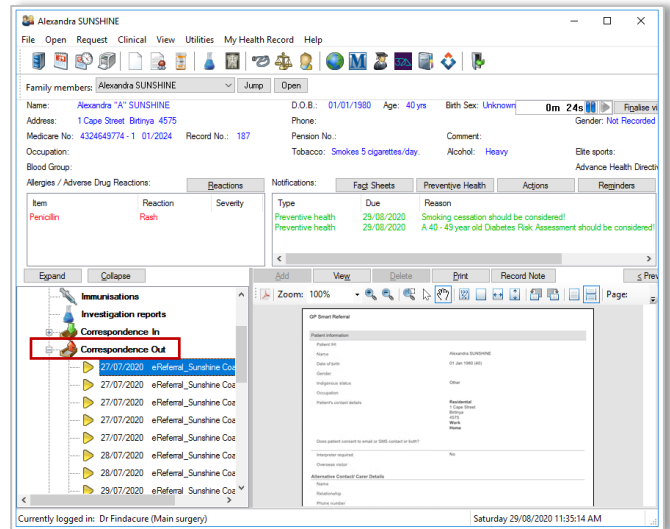
- Click 'Edit' to modify the referral information.
- Click 'Submit' to send the referral.

NOTE: A PDF version of the referral is written back to the Practice Management Software (PMS)

View referral PDF in PMS

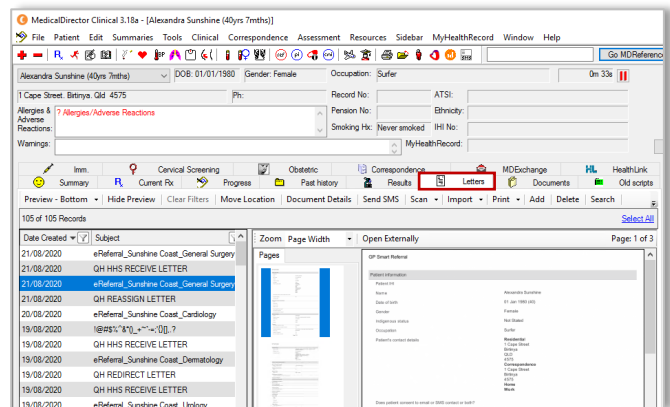
The referral PDF can be found in the following location for the respective PMS:

- Best Practice: 'Correspondence Out'**



NOTE: Double click on the referral to view details in a new window.

- Medical Director: 'Letters'**



NOTE: Double click on the referral to view details in a new window.

How to get help

Please contact Smart Referrals Support Team:

Ph: 1300 478 439

Email: CEQ_SmartReferrals@health.qld.gov.au

