



Smart Referrals

Preview, Submit and Missing Fields

Missing fields

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

The number in the button indicates how many fields need to be completed. The **submit** button will remain disabled until all missing fields are complete.

Click the **Missing fields** button to show a list of missing required fields, see **Figure 1**. Click on the **title** to navigate to the field. When all fields are completed, the **Missing fields** button will disappear and the **Submit** button enabled.

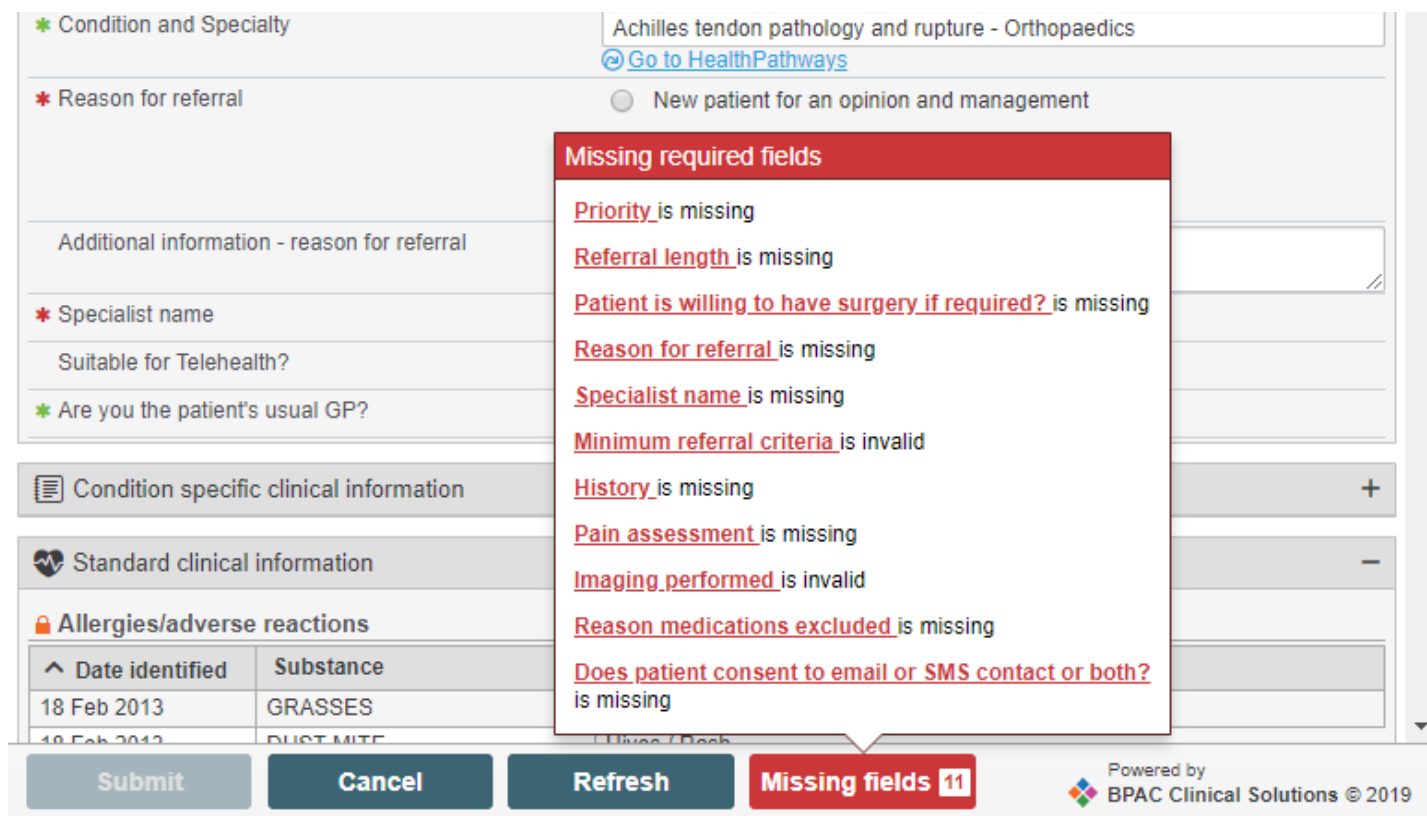


Figure 1: Missing required fields

Submitting the referral

Once all required information is completed, the **Submit** button will be enabled. Clicking **Submit** opens a preview of the information that will be sent with the referral, see **Figure 2**.

Click **Edit** to modify the referral information, click **Submit** to confirm and send the referral.

Referral information

Reason for referral	New patient for an opinion and management
Additional information - reason for referral	
Referral date	11 Jan 2019
Priority	Emergency
Provider	Private
Referral Length	12 months

Consents

Date patient consented to referral	11 Jan 2019
Patient is willing to have surgery if required?	Yes

Standard clinical information

Condition and Specialty	Abdominal mass - Acute Inpatient
Specialist name	d
Suitable for Telehealth?	
Are you the patient's usual GP?	Yes

Submit **Edit**

Figure 2: Referral preview

Click **Submit** to confirm the details and send the referral, a PDF version of the referral is written back to your clinical software.

i Before you submit, please read the textbox above the submit button that outlines: “By pressing the SUBMIT button I verify that this is an accurate record of the referral created and acknowledge this action is in lieu of my signature”

View referral PDF in clinical software Best Practice

The referral PDF is can be found in **Correspondence Out (Figure 3)**. To view the referral:

1. Ensure the patient is open.
2. Click **Correspondence Out**.
3. Locate the referral in the list of correspondence, shown in **Figure 28**.

Double click the referral to view the details.

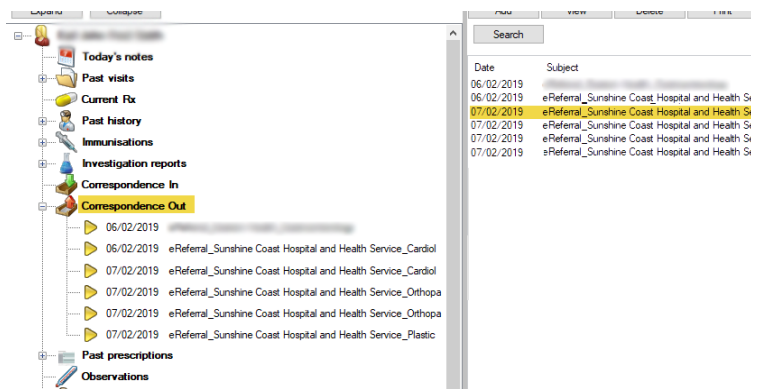


Figure 3: Smart Referral in Best Practice Correspondence Out

Medical Director

The referral PDF is can be found in **Letters** (Figure 4). To view the referral:

1. Ensure the patient is open.
2. Click **Letters**.
3. Locate the referral in the list of letters.

Click the referral to view a preview below the list, double click the referral to open it in a new window.

The screenshot shows the Medical Director Clinical 3.17.3a interface for a patient named Bob The Electrician (32yrs 7mths). The patient's details include DOB: 25/06/1986, Gender: Male, and Occupation: Electrician. The 'Letters' tab is selected, showing a list of 2 records. The first record is highlighted in yellow:

Date Created	Subject	Recipient/Doctor	Description	Comment
7/02/2019	eReferral_Sunshine Coast Hospital and Health Service_Card		GP Smart Referral	

Figure 4: Smart Referral in Medical Director Letters