

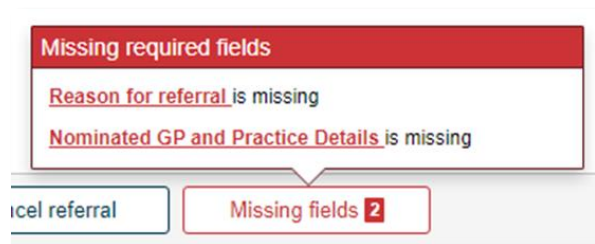


GP Smart Referrals | Request Control Buttons

There are buttons located in the footer of the request form window that control the request form.

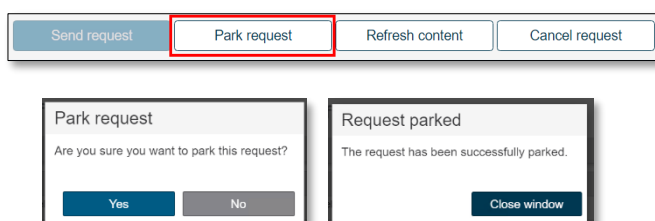
Missing Fields

- **Missing fields** is a list of all incomplete mandatory fields that must be completed before submitting the referral.
- The number button indicates how many fields are outstanding and are required to be completed.
- The **Send request** button will remain disabled until all missing fields are complete.
- Click the **Missing fields** button to show a list of missing fields that need to be completed before submitting the request.
- When all fields are completed, the missing fields button will disappear, and the **Send request** button will be enabled.



Park Request

- This saves the request in a **Parked** or draft state for later action. As an example, the referrer may be waiting for additional documentation or results to be available prior to submitting the request.
- A confirmation popup will display asking the referrer to confirm that they wish to park the request.
- Parked requests will be moved to the **parked request** tab in the request list view.



Refresh Content

- **Refresh content** updates the Smart Referral with the most recent data from the clinical software.



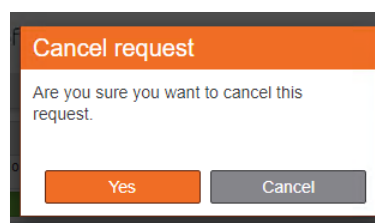
NOTE: Orange padlock symbols denote **Read Only** in Smart Referrals. If changes are required to those fields, changes must be made in the patient's file in the PMS.

Cancel Request

- Cancelling a request will discard all information entered.



- A confirmation pop up is displayed asking you to confirm that you want to discard the request.



Submit Request

- Once all information is completed, the **Send request** button will be enabled.
- Clicking **Send request** opens a preview of the information that will be sent with the request.



By clicking the Submit I verify that this is an accurate record of the referral created and acknowledge this action in lieu of my signature.

Submit

Edit

How to get help

Resources available on the [Smart Referrals webpage](#).

Phone Support: 1300 478 439

Email: QH-SmartReferrals@health.qld.gov.au