

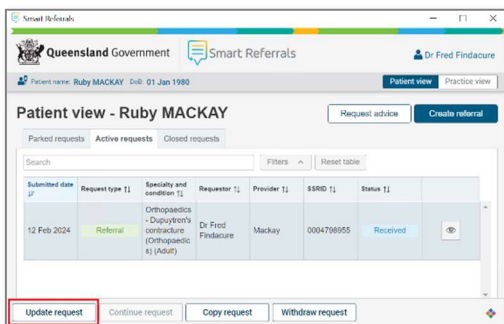


GP Smart Referrals | Update, Continue or Withdraw Request

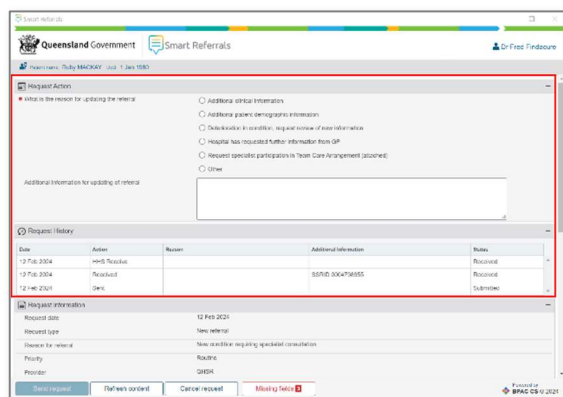
IMPORTANT: Updates and continuations can be made to Referrals only; a Request for Advice (RFA) cannot be updated or continued.

Update a Referral

- Select the row of the referral that requires updating in the *List view* then click the *Update request* button.



- This will open a version of the original referral with the addition of *Request action* and *Request history*.

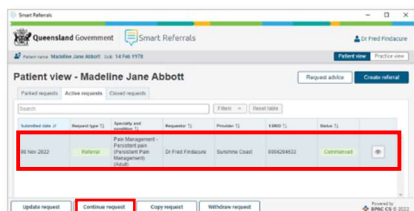


- When updating a referral, a *reason for the update* must be selected and attach any additional information as required.
- Click the *Send request* button.

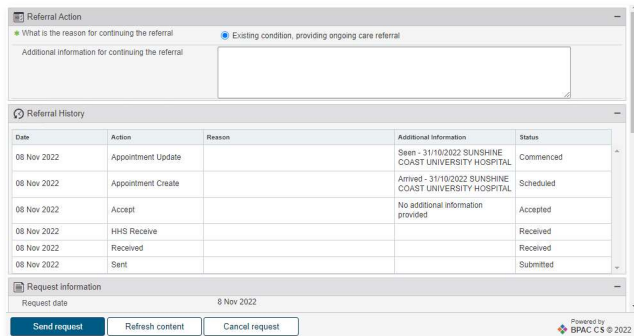
Continue a Referral

The *Continue Request* button is only visible to users once a patient has attended their first appointment associated to the referral condition.

- Select the referral you wish to continue by clicking on the *Continue request* button.



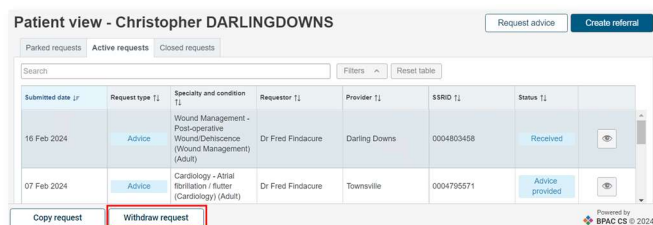
- In the text box provided, enter *additional information* for continuing the referral.



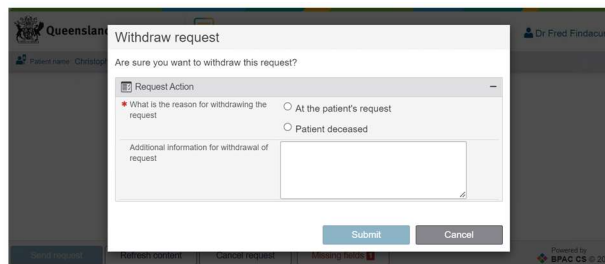
- Click the *Send request* button.

Withdraw a Referral or Request for Advice

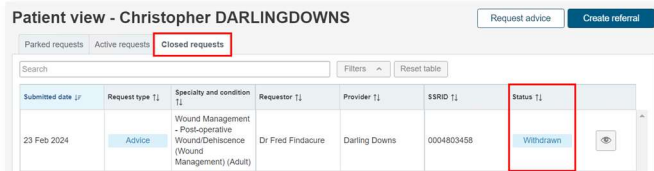
- Select the request you wish to withdraw then click on the *Withdraw request* button.



- Choose from the available options for reason for withdrawing the request and provide any additional information in the free text box.



- Click *Submit* once information has been entered.
- Withdrawn requests are displayed in the *Closed requests* list with a status of *Withdrawn*.



How to get help

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

Phone Support: 1300 478 439

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

