

How do I switch between a patient's referral forms?



Why would I need to switch between forms



Patients can have multiple care type referrals in process at any given time. If you have access to more than one care type, you may wish to start a new care type referral, or review existing care type referrals

Step 1

Access the patient record. Please view the 'How do I edit or update a referral?' guide.

Step 2

Click the **Client Details (2)** tab.

Step 3

Click the **manage (3)** link. This will open the **Select Care Type** page.

Step 4

From here you can switch to an existing referral, or start a new referral:

- To switch to an existing referral for this client/patient, click the **Select Existing (4a)** button for the referral care type you would like to access.
- To start a new referral for this client/patient, press '**Start New Referral (4b)**'.

Existing care types	Status	Action
CCAC Referral(Historical)	Complete - Sent	Select Existing (4a)
Community Services(Historical)	Complete - Sent	Select Existing (4a)

Other care types	Action
CCAC Referral	Start New Referral (4b)
CLHIN - Request for CCAC Services	Start New Referral (4b)
CNAP Application	Start New Referral (4b)
Community Services	Start New Referral (4b)
Convalescent Care	Start New Referral (4b)
LTCH Application	Start New Referral (4b)
Outpatient Rehab - TJR	Start New Referral (4b)
Palliative Care	Start New Referral (4b)
Rehab/CCC	Start New Referral (4b)
Retired - Rehab/CCC Application	Start New Referral (4b)
Short Stay Respite Application	Start New Referral (4b)