

View Previous Referral



Overview

If a patient has had more than one referral for a particular care type, you can view that referral's historical information through the show previous encounter functionality. The previous referral must be in a deactivated status before you can view previous encounters.

Instructions

Step 1 Search for patient

- A) To search for the patient referral with a Request for Information by following the **Assessment Dashboard [Task List]** guide.
- B) Open the client profile, by selecting edit

Acting as: TEST - Referral Sender

Name	Care type	Form status	Days Since Start New Referral
999test999, userpreview-02	Rehab/CCC	Incomplete	29 days
999test999, userpreview2020	Rehab/CCC	Incomplete	24 days
999test999, Alice CSS Sept 24	LHIN - Home and Community Care	Incomplete	15 days
999TEST999, RM&R Automated Test - LHIN 1 - 101520	LHIN - Home and Community Care	Incomplete	8 days
999TEST999, RM&R Automated Test - LHIN 2 - 101520	LHIN - Home and Community Care	Incomplete	8 days
999test999, cindy123	LHIN - Home and Community Care	Incomplete	7 days
999test999, cindy-userpreview	LHIN - Home and Community Care	Incomplete	7 days
999Test999, Tom - Demo Oct 8	LHIN - Home and Community Care	Incomplete	3 days
999test999, cindyuser-previewOct6	Rehab/CCC	Incomplete	3 days

Step 2 Start new referral

- On the care type page:
- A) Locate the referral care type to be selected
 - B) Click Select New Referral

Viewing client: 999Test999, Demo Oct 15
Date Of Birth: N/A
Health Card Number: No Identifier

Care type	Status
LHIN - Home and Community Care(Historical)	Deactivated

Care type	Description	Action
LHIN - Home and Community Care		Already Exists
Outpatient Rehab - TJR		Start New Referral
Palliative Care		Start New Referral
Rehab/CCC		Start New Referral
Retired - Rehab/CCC Application	Long Term Care	Start New Referral

Step 3 After locating caretype, there are two options:

- A) If you no longer wish to start a new referral, click the **Cancel** button
- B) If you want to **start a new referral**, click the Start New Referral button

By clicking Start New Referral, you will start a new referral. Proceeding will not affect any existing services in place for the client.

Start New Referral Date: October 24, 2020 07:03

Step 4

View previous referral information

- Select the appropriate tab and click **Show previous encounter**
- Previous information will populate under each category highlighted in yellow
- To hide the previous referral information, click **Hide previous encounter** button

The image displays two screenshots of a web application interface, likely a medical referral system. The top screenshot shows the 'Show previous encounter' button highlighted with a blue circle labeled '4A'. The bottom screenshot shows the 'Hide previous encounter' button highlighted with a blue circle labeled '4C', and a yellow highlight under the 'Service Area' section with a blue circle labeled '4B'. The interface includes a navigation bar with 'Go Back', 'Help', 'Dashboard', 'Switch To', 'Log Out', and 'TRAINING' options. The main content area has tabs for 'Client Details', 'Demographics', 'Request For Assessment', 'Uploaded Files (0)', and 'Send and Manage Referrals'. The 'Service Area' section has radio buttons for 'Emergency Department', 'Inpatient', and 'Outpatient'. The bottom screenshot shows a yellow highlight under the 'Service Area' section, indicating that the previous referral information is visible. The interface also includes a 'Save' button and a 'Last modified by Ly, Cindy at October 24, 2020 07:04.' timestamp.