

How do I send a referral?



LHIN - Home and Community Care

Step 1

Complete all tabs in the LHIN - Home and Community Care form. Please view **'What is a LHIN - Home and Community Care referral form?'** for more details.

Step 2

Once all tabs are complete, you have 2 options to send the referral:

1. Click the **Send and Manage Referrals (2a)** link in the green banner, OR
2. Click the **Send and Manage Referrals (2b)** tab.

Step 3

Under **Referrals to be Sent**, click the **checkbox (3)** to select the service provider(s) you want to send the referral to.

Step 4

Click the **Send Referral (4)** button.

Step 5

A confirmation banner **(5a)** will be displayed, confirming that your referral has been sent successfully.

The status of the referral is now updated to **"Sent to LHIN" (5b)**

This screenshot shows the 'Send and Manage Referrals' tab (2a) selected in the green banner. Below it, the 'Send and Manage Referrals' button (2b) is highlighted. The interface also shows a confirmation message: 'All tabs are complete. You may wish to Send and Manage Referrals. tab'.

This screenshot shows the 'Referrals to Be Sent' table. The checkbox (3) for 'Test-LHIN Office' is selected. The 'Send Referral' button (4) is highlighted. The table has columns for Service Provider, Status, Referral Date, Referral Information, and Referral Management.

This screenshot shows a confirmation banner (5a) stating '1 referral has been sent successfully'. Below it, the 'Active Referrals' table shows the status updated to 'Sent to LHIN' (5b). The table has columns for Service Provider, Status, Referral Date, Referral Information, and Referral Management.

How do I check the patient's referral status



To check the referral status, you have 2 options:

1. Via the "Status" column in the active referrals tab - see the guide: **"What is an Assessment Dashboard [Active Referrals]?"**
2. Via the 'Send and Manage Referrals' tab in a referral – see the guide: **"How do I edit/update a referral"** and click Send and Manage Referrals