

How do I send a referral?



Convalescent Care





Only LHIN staff are eligible to send a Convalescent Care or Long-Term Care referral.

Step 1

Complete all tabs in the Convalescent Care referral form. Please view the **'What is a Convalescent Care referral form?'** guide for more details.

Step 2

Upon completing all the tabs, the Client Choice (2) tab will be populated with all Convalescent Care Homes that match the patient's criteria. Matched Convalescent Care Homes will have a green check ( Details) on the Details button and a red x ( Details) if it does not match.

Step 3

Review matched Convalescent Care Homes with your patient.

Step 4

To rate the Convalescent Care Home, click the drop-down list button under rating column and enter all the necessary information.

- Rating (Required) (4a)
- Date LHIN received sign choice sheet for this choice (Required) (4b)
- Waitlist Date is automatically calculated

STRATA PathWays™

Welcome, Training
Acting as: TEST - Referral Sender
Viewing client: 999 Test999, Training
Date Of Birth: N/A
Health Card Number: No Identifier

Assessment > Dashboard > Select Care Type > Go Back Help Dashboard Home Switch To Log Out QA

Client Details Demographics Supplementary Information EQ \ Consent Signed Patient Contacts Health Assessment
Eligibility for Convalescent Admission Transcription - Placement Office Use only Convalescent Encounters Tracking Client Choice

Send and Manage Referrals

History General placement comments Save

Allow client to be matched to
Any service provider with a rating











First choice date
N/A
First waitlist date: April 14, 2016

Rated service providers		4b			
Name	Geographical areas	Rating	Date CCAC received signed choice sheet for this choice	Waitlist Date	
Test-Conv2 Testing Home	02 - Toronto Central CCAC	1	April 14, 2016	April 14, 2016	
Test-Conv1 Testing Home	02 - Toronto Central CCAC	2	April 14, 2016	April 14, 2016	

Remove selected choices

Available service providers

Filter by geographical areas ... Filter by name

Name	Estimated wait time	
CE - Central Park Lodges - Kennedy Lodge (Long Term Care Facility) (CONV)	N/A	 Details
CE - Extencicare - Oshawa (CONV)	N/A	 Details
CE - Extencicare - Peterborough (CONV)	N/A	 Details
CE - Extencicare Scarborough Long Term Care Facility (CONV)	N/A	 Details
CE - Seven Oaks (CONV)	N/A	 Details
CE - Strathaven Lifecare Centre (CONV)	N/A	 Details
CE - Tendercare Living Centre Scarborough (CONV)	N/A	 Details
CENT - Aurora Resthaven (CONV)	N/A	 Details
CENT - Hawthorne Place Care Centre (CONV)	N/A	 Details
CENT - North York General Hospital - Seniors' Health Centre (CONV)	N/A	 Details

Add selected choices

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Step 5

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

1. Click the **Send and Manage Referrals (5a)** link in the green banner.
2. Click the **Send and Manage Referrals (5b)** tab.

Step 6

You will be shown all the Convalescent Care Homes that were selected in Client Choice tab under **Referrals To Be Sent**. Select the chosen service provider by clicking the checkbox on the right hand side (6).

Step 7

Click the **Send Referral** button (7).

Step 8

A confirmation banner (8) will be displayed, confirming that your referral has been successfully sent.

The screenshots illustrate the software interface for sending a referral. The first screenshot shows the 'Send and Manage Referrals' tab selected in a green banner (5a) and the 'Send and Manage Referrals' link in the navigation bar (5b). The second screenshot shows the 'Referrals To Be Sent' table with checkboxes for selecting service providers (6) and the 'Send Referral' button (7). The third screenshot shows a confirmation banner stating '1 referral has been sent successfully' (8).

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?'**