How do I send a referral?

Long-Term Care



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

> elcome, Training. ting as: TEST - Referral Sender

Step 1

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

Step 2

Upon completing the LTCH Matching Profile tab, the Client Choice (2) tab will be populated with all Long-Term Care Homes that match the patient's criteria. Matched Long-Term 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 Long-Term Care Homes with your patient.

Step 4

To rate the Long-Term Care Home, click the dropdown list button under rating column and enter all the necessary information.

- Rating (Required) (4a)
- Accommodation Rate (Required) (4b)
- Priority Category (Required) (4c)
- Date LHIN received sign choice sheet for this choice (Required) (4d)
- 6 Week Follow Up Complete?
- Waitlist Date is automatically calculated

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Viewing client: 999Test999, Trainin Date Of Birth: N/A Health Card Number: No identify

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CE - Bay Ridges Long Term Care Centre (LTC)	N/A	😣 Details	P	
CE - Bendale Acres (LTC)	N/A	🕑 Details	P	
CE - Bon Air Residence (LTC)	N/A	😢 Details	P	
CE - Burnbrae Gardens Long Term Care Residence (LTC)	N/A	😢 Details	P	
CE - Caressant Care Lindsay Nursing Home (LTC)	N/A	😢 Details	P	
CE - Caressant Care on McLaughlin Road (LTC)	N/A	🙁 Details	P	
CE - Case Manor Care Community (LTC)	N/A	🕑 Details	P	
CE - Centennial Place Long Term Care Centre (LTC)	N/A	😢 Details	P	
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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. Or
- 2. Click the **Send and Manage Referrals** (5b) tab.

Step 6

You will be shown all the Long-Term Care Homes that were selected in Client Choice tab under **Referrals To Be Sent.** Select the service provider that you want to send by clicking the checkbox on the right hand side **(6)**.

Step 7

Click the Send Referral button (7).

Step 8

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

You may return to send and manage referrals tab at any time to check the referral status **(8b)**.

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Welcome, Training. Acting as: TEST - Referral Sender Health Card Number: No identifier

 Active Referrals
 Referral Date
 Referral Information
 Referral Management

 Test-LTC1 Testing Home
 Pending
 April 11, 2016
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 Details
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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?'

