How do I send a referral?

Long-Term Care

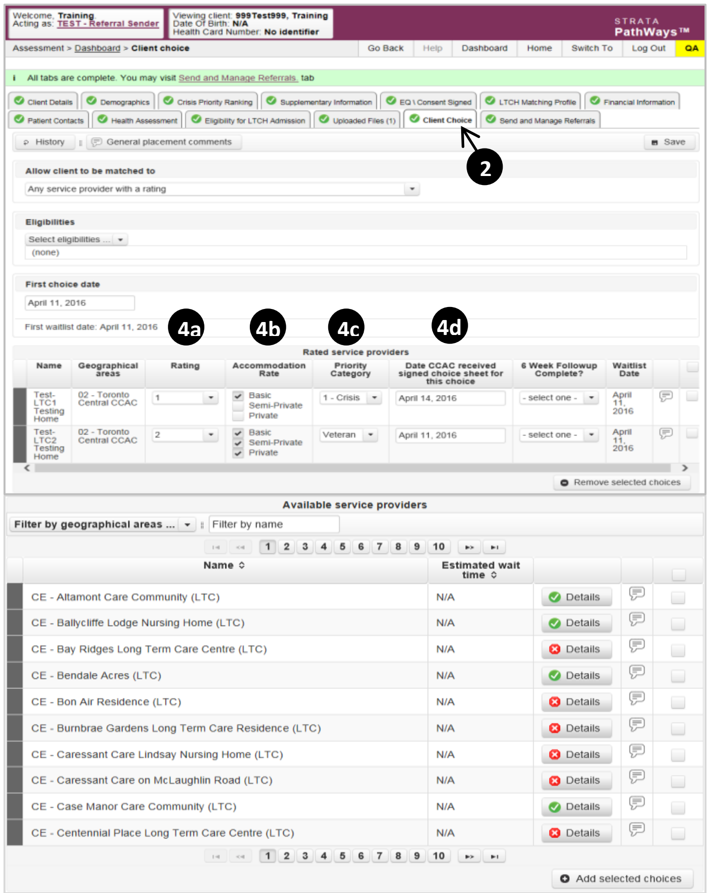
Only LHIN staff are eligible to send a Long Term Care or Convalescent Care referral.

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 drop-down 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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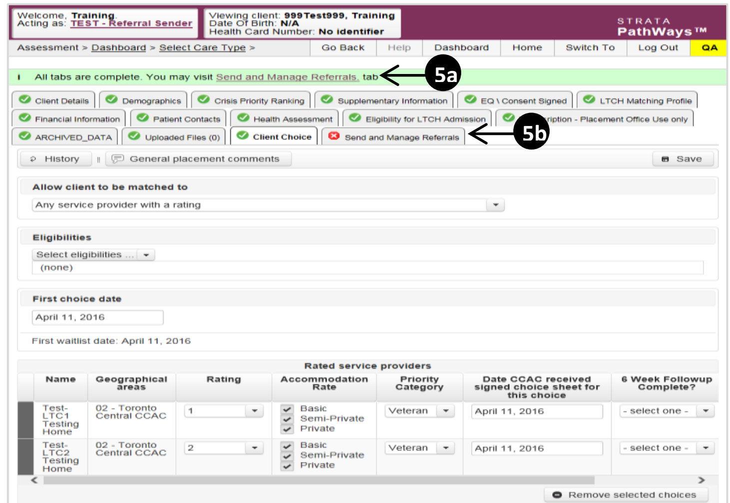
Long-Term Care

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.

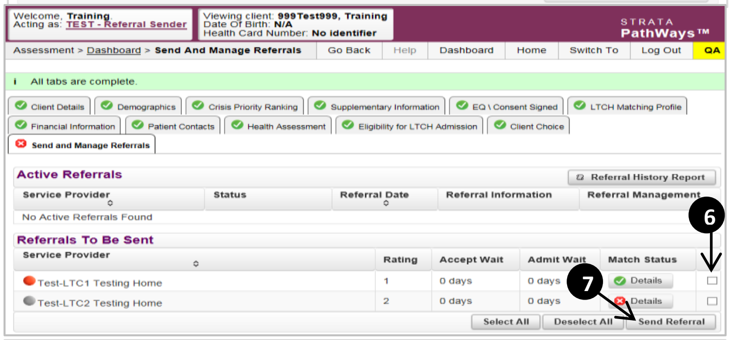


Step 6

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

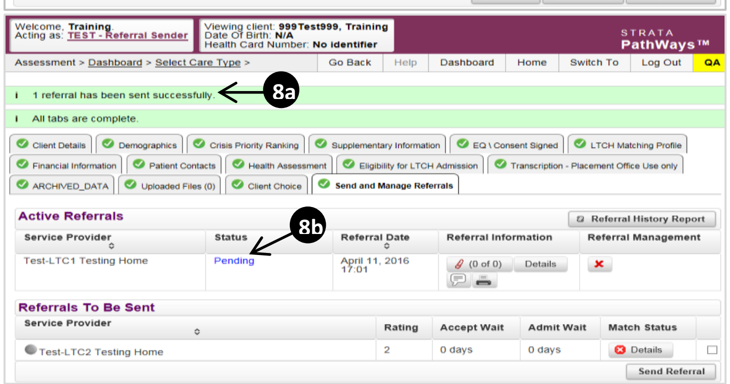
Click the **Send Referral** button **(7)**.



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).**



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?'**