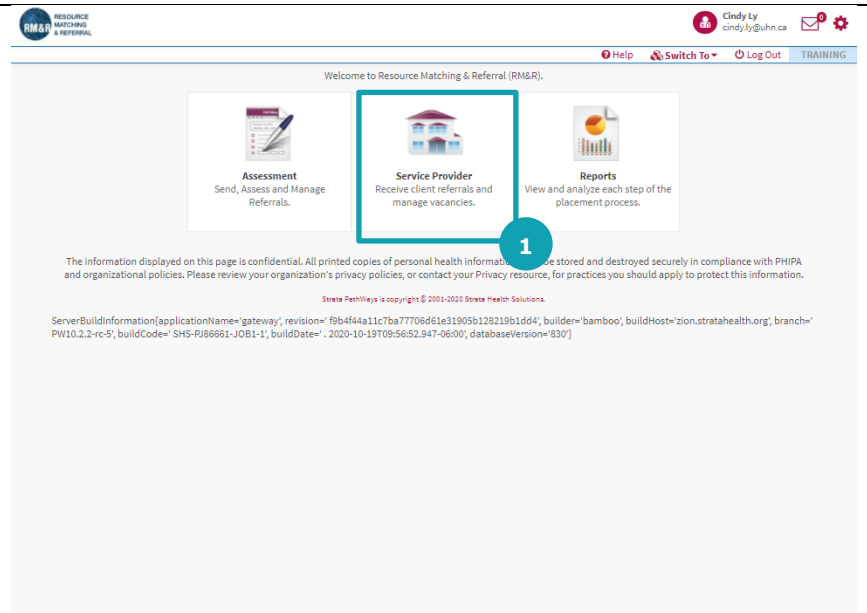


Clear Dashboard (Receiver)

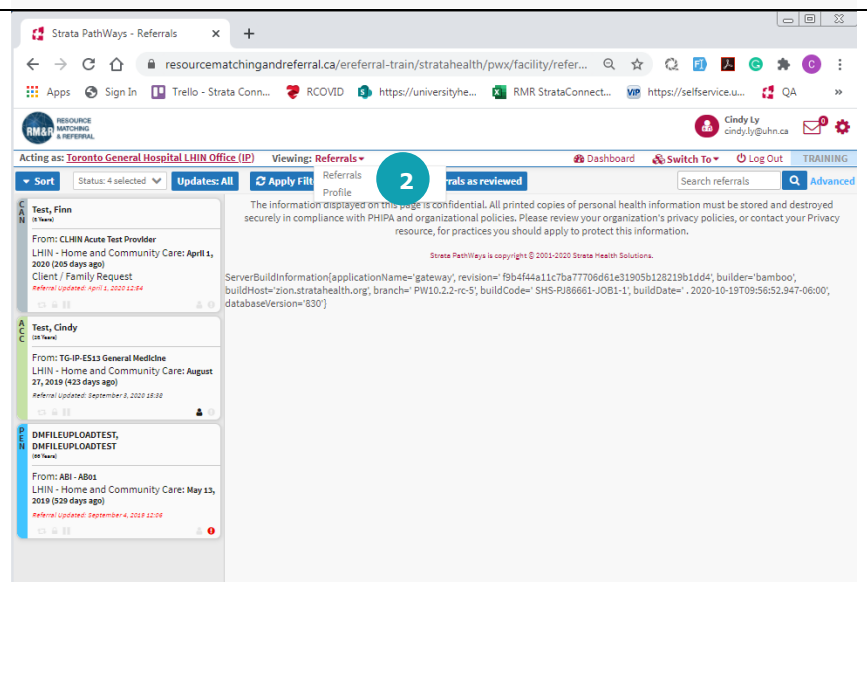


Instructions

Step 1
Select Service Provider icon and select organization



Step 2
Click on referrals tab



Step 3

Clear referral

- Select Cancel (CAN) status from the Status dropdown menu.
- Review each cancelled referral individually or
- Click the Mark all cancelled referral as reviewed button.

The screenshot shows the Strata PathWays - Referrals interface. The 'Status' dropdown menu is open, showing options: Received by LHIN (ACC), Placed in LHIN Service Plan (ADM), Cancelled (CAN), Denied (DEN), Sent to LHIN (PEN), and Request for Information (RFI). The 'CAN' option is selected. The 'Mark all cancelled referrals as reviewed' button is highlighted with a red circle labeled '3C'. The interface also shows a list of referrals, including one from 'Test, Finn' and another from 'Test, Cindy'.

Step 4

Reset referral filter

- Select Reset Search button
- To find referrals that are stale dated, select the Sort dropdown and choose the Date sent (earlier to later) option.

The screenshot shows the Strata PathWays - Referrals interface. The 'Reset Search' button is highlighted with a red circle labeled '4A'. The 'Sort' dropdown menu is open, showing options: Date sent (earlier to later), Date sent (later to earlier), Client name (A-Z), Client name (Z-A), Criteria (lowest to highest), Criteria (highest to lowest), Source location (A-Z), Source location (Z-A), Latest update (earlier to later), and Latest update (later to earlier). The 'Date sent (earlier to later)' option is selected. The interface also shows a list of referrals, including one from 'Test, Cindy'.

Step 5

Update referral status

- Review stale referrals
- Update the referral status that is most appropriate:
 - Deny
 - Request for Information
 - Accept
 - Admit

If a referral is accepted and patient is not admitted to your location, add a Comment to the referral indicating "Referral is out of date, no contact with patient". This will assist sending units in cancelling stale referrals.