Access The Referral Queue

Overview

A referral queue is a dashboard used in receiving organizations to manage sent referrals. Through the referral queue, you can obtain information on patients and perform multiple actions such as accept, admit, deny, or request more information.
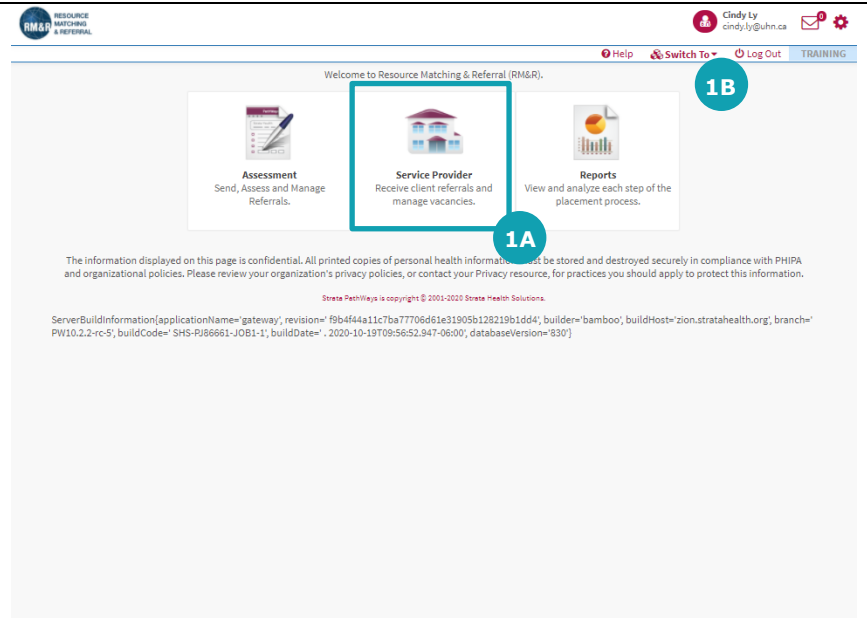
Instructions

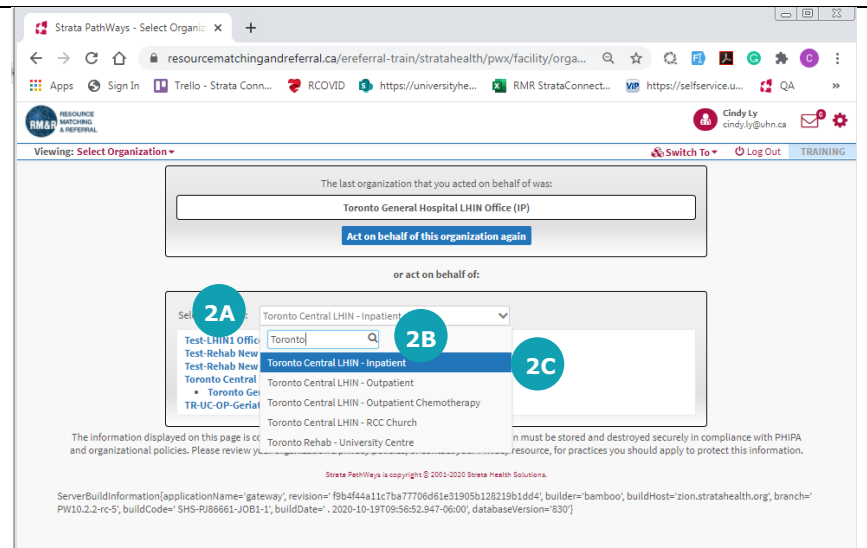|	
Step 1 **Access referral queue** There are 2 ways to log on: A) Click on *Service Provider* B) By clicking the "Switch To" button in the navigation bar • If this is the first time you have acted as this service provider, continue to Step 2 • If this is a service provider you have previously acted on behalf of (and is one of your top 10 most frequent selections), proceed to Step 3	
Step 2 **Select organization** A) Click on the <> dropdown B) Type the name of your organization in the search box C) Select your organization. After selecting the organization, the background colour will change from white to blue.	

Step 3
Select service provider (unit)

You will now be taken to the referral queue

Note: If you are sending a Long Term Care (LTC), Short Stay or Convalescent home, please proceed to Step 4.

Step 4
LTC, Short Stay or Convalescent Home

If you are an Long Term Care (LTC), Short Stay or Convalescent home, select the Referrals tab