

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.

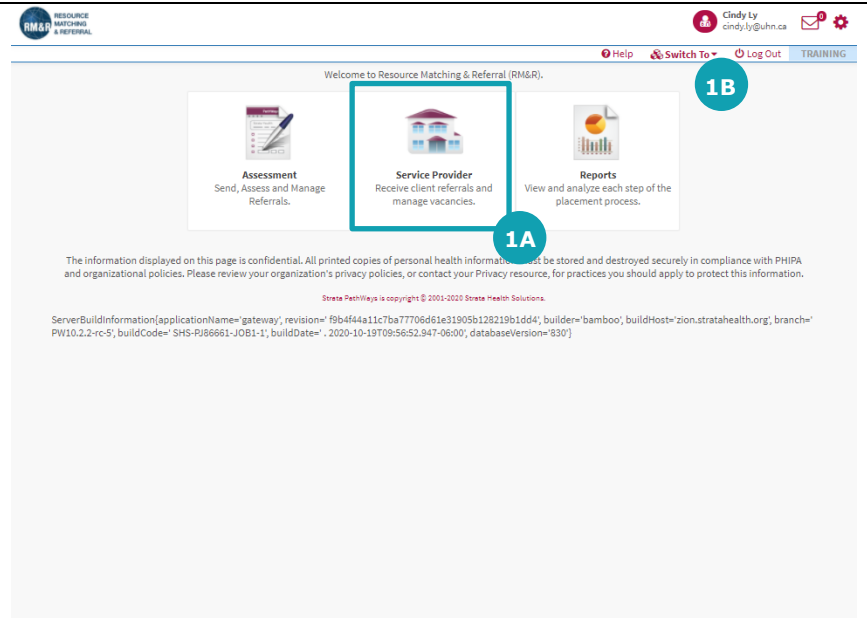
Instructions

Step 1

Access referral queue

There are 2 ways to log on:

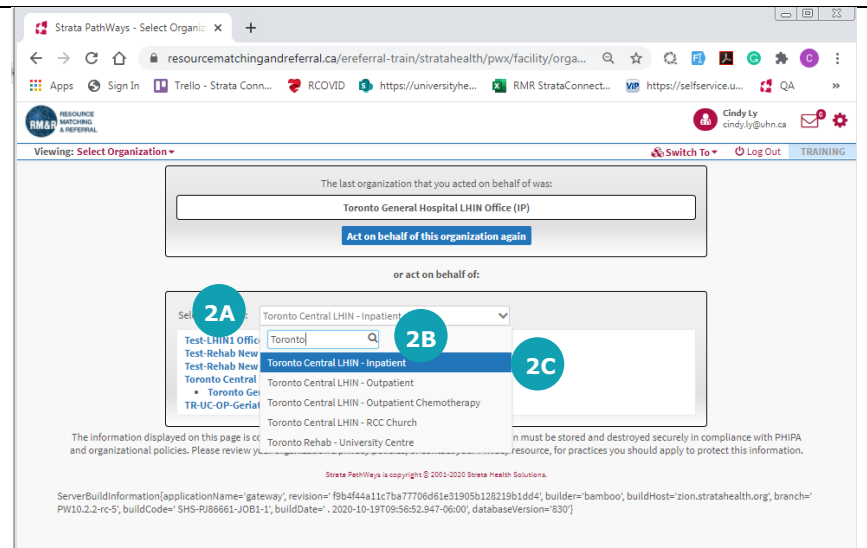
- A) Click on **Service Provider**
 - B) By clicking the "Switch To" button in the navigation bar
- If this is the first time you have acted as this service provider, continue to Step 2
 - If this is a service provider you have previously acted on behalf of (and is one of your top 10 most frequent selections), 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.

The last organization that you acted on behalf of was:
Toronto General Hospital LHH Office (IP)
[Act on behalf of this organization again](#)

or act on behalf of:

Select a vendor: Toronto Central LHH - Inpatient

Act as vendor Toronto Central LHH - Inpatient

- Baycrest LHH Office (IP)
- Bridgpoint Health LHH Office (IP)
- CAMH LHH Office (IP)
- Holland Centre - Sunnybrook LHH Office (IP)
- Michael Garron Hospital LHH Office (IP)
- Mount Sinai LHH Office (IP)
- Princess Margaret Hospital LHH Office (IP)
- Providence Healthcare LHH Office (IP)
- Runnymede LHH Office (IP)
- St. Joseph's Health Centre LHH Office (IP)
- St. Michael's LHH Office (IP)
- Sunnybrook LHH Office (IP)
- Toronto General Hospital LHH Office (IP)
- Toronto Grace LHH Office Inpatient (IP)
- Toronto Rehab - E.W. Bickle Centre LHH Office (IP)
- Toronto Rehab - Hillcrest Centre LHH Office (IP)
- Toronto Rehab - Lyndhurst Centre LHH Office (IP)
- Toronto Rehab - University Centre LHH Office (IP)
- Toronto Western Hospital LHH Office (IP)
- West Park Healthcare Centre LHH Office (IP)

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ServerBuildInformation(applicationName='gateway', revision='f9b4f44a11c7ba77706d61e31905b128219b1dd4', builder='bamboo', buildHost='zion.stratahealth.org', databaseVersion='830')

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

Acting as: Toronto General Hospital LHH Office (IP) Viewing: Referrals

Sort Status: 4 selected Updates: All Apply Filter Referrals Profile Referrals as reviewed

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- Test, Finn** (16 Nov)
From: CLHN Acute Test Provider
LHH - Home and Community Care: April 1, 2020 (265 days ago)
Client / Family Request
Referral Updated: April 1, 2020 12:54
- Test, Cindy** (16 Nov)
From: TG-IP-ES13 General Medicine
LHH - Home and Community Care: August 27, 2019 (423 days ago)
Referral Updated: September 1, 2020 18:30
- DMFILEUPLOADTEST, DMFILEUPLOADTEST** (16 Nov)
From: ABI - A801
LHH - Home and Community Care: May 13, 2019 (529 days ago)
Referral Updated: September 4, 2020 12:09