will require a response from them.



Step 1

Why would I

submit a

request for

information

Access the referral queue by following the 'How do I access the Referral Queue' guide.

Step 2

Search for the patient you want to Request for Information.

Step 3

Select the patient's referral. Selecting the patient's referral will change the background colour from white to dark blue (3).

Step 4

Click the **Request for Information (4)** button located in the right panel.

Step 5

A pop up window will appear requesting you to identify a Reason (5a) for the Request for Information, and to enter a mandatory Comment (5b).

Step 6

Click either the Cancel (6a) or Request for Information (6b) button.

- If you no longer want additional information regarding the referral, click the Cancel button
- If you want additional information for the referral, click the Request for Information button



take, you may require additonal information from the sending organization.

Submitting a request for information will alert the sending organization and

You can do this by submitting a request for information (RFI) for the referral.

Service Provider Receive client referrals and manage vacancies.

Welcome, Training . Acting as: <u>Test-Rehab New caretype</u>	Viewing client: 999test999, Lyka CSS Feb 22, 2016 Date Of Birth: N/A Health Card Number: No identifier				strata PathWays 1			
Service Provider > View Referral		Go Back	Help	Dashboard	Home	Switch To	Log Out	
Referrals Reports								
▼ Sort Sort Sort Sort Schereit	s: All 🔻 I 🖉 Res	set Search	S	search referrals			۹ <u>Advan</u>	
Search Results: 1 - 1 / 1 999test999, Lyka CSS Feb 22, 2016		Print Reques	✓ Edit For Info	it client	Accept a	Redirect	O Deny	
From: TEST - Referral Sender Rehabi/CCC : March 3, 2016 (0 day.)		Details	Details Matching Profile Clinical Profile C		file Comme	ents		
Search Results: 1 - 1 / 1	▲ ▲	Attachm	ents (0) Aatches					
3			Category			a	Client	

