

# Search For a Referral

## Instructions

### Step 1

#### Access referral queue

For more details on how to access existing patient profile, please review the [Access The Referral Queue](#).

**Assessment**  
Send, Assess and Manage Referrals.

**Service Provider**  
Receive client referrals and manage vacancies.

**Reports**  
View and analyze each step of the placement process.

### Step 2

#### Filter referral using two options:

A quick search field

- A) Type desired search criteria (such as name of patient, sending facility, referral date) in the Search Referrals text field
- B) Click on the search button

Advanced Search

- C) Click on the [Advanced](#) link.
- D) In the resulting 'Search' popup, you may enter any relevant patient information under the demographics section
- E) Once you've entered your terms, click the Search button.
- F) Matching patients will be displayed in the Referral Queue

Acting as: Test-LHIN Office Viewing: Referrals

Sort Status: 4 selected Updates: All Apply Filters Reset Search Mark all cancelled referrals as reviewed 2A 999test999 2B Advanced 2C

999TEST999, RM&R Automated Test - LHIN 1 - 102020

From: TEST - Referral Sender LHIN - Home and Community Care: October 20, 2020 (3 days ago) Referral cancelled upon patient record deactivation or deceased Referral Updated: October 20, 2020 09:32

Referral Details

Referral Status:  Received by LHIN (ACC)  Placed in LHIN Service Plan (ADM)  Cancelled (CAN)  Denied (DEN)  Sent to LHIN (PEN)  Request For Information (RFI)

Updates:  No Updates  Review Not Required  Review Required  Updates Since

Assigned to: - select one - Show unassigned only:

Current location: - select one -

Start date:

End date:

Demographics

Surname:

2D 2E

### Step 3

#### Reset filter search

- A) Click the Refresh button
- B) Matching patients will be displayed in the referral queue

For more information on referral search options, please view the [Search Referrals](#) guide.

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