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.*	
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	
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.	