

Start A New Referral

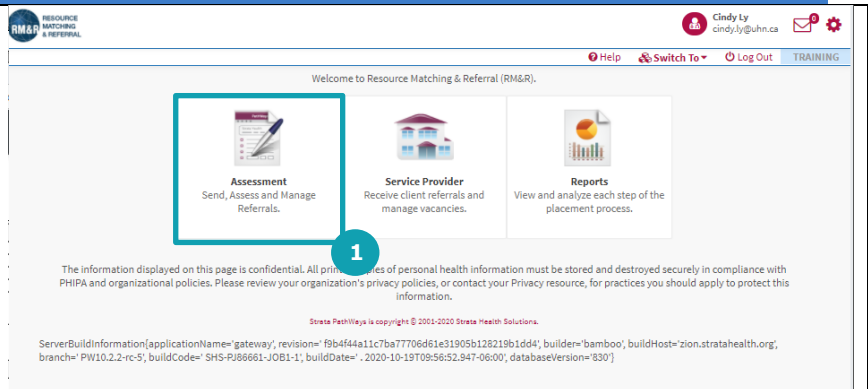
Manual Process

Instructions

Step 1

Access patient referral

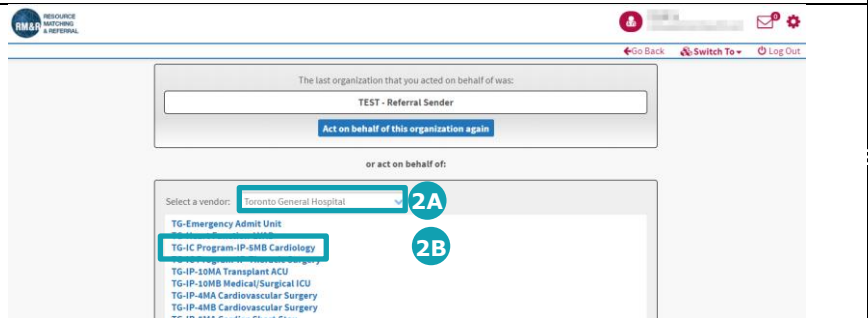
For more details on how to access existing patient profile, please review the [Edit or Update guide](#).



Step 2

Select your organization:

- A) If you have access to [multiple organizations](#), select the vendor/hospital (e.g. Toronto General Hospital)
- B) Select your service provider/unit (e.g. TG-IC Program IP-SMB Cardiology)



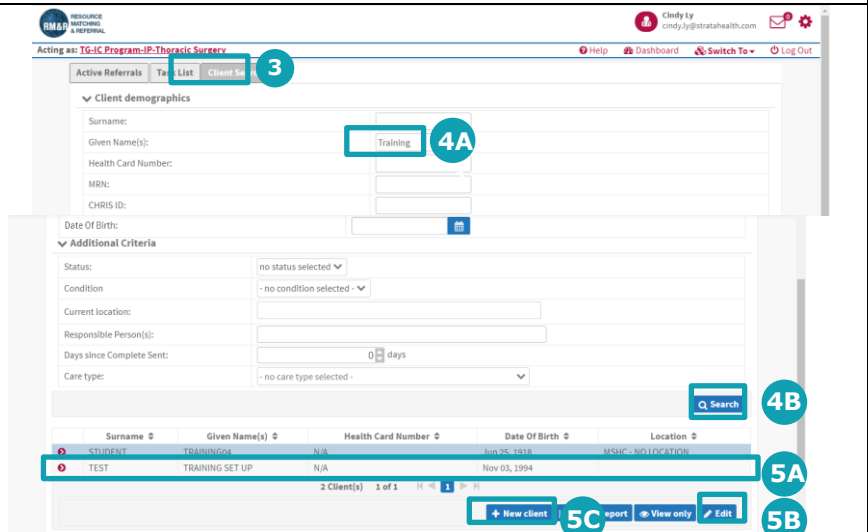
Step 3

Click on the [Client Search](#) tab.

Please refer to the quick guide "Assessment Dashboard [Client Search]" for more details.

Step 4

- A) Enter all of the fields required to identify the patient.
- B) Click on the [Search](#) button.



Step 5

Existing Patient

- A) Click on the patient's name.
- B) Click on the [Edit](#) button.

New Patient

C) Click on the **New Client** button

The Demographics page will open.

D) Complete all of the mandatory fields.

E) Click next.

The RM&R profile for this patient has been completed, please continue on to Step 6.

5D

Next

Client Name

Date of Birth

Identifier

Client Address

Step 6

The resulting select care type page will be divided into two sections:

A) Existing Care Types

B) Other Care Types

C) Click on **Start New Referral** button for the Care Type that you would like to submit a referral for.

Please refer to the quick guide "Complete A Referral" for more details and refer to the different Care Type quick guides for referral details.

6A

6B

6C

Care type	Description	Status
Rehab/CCC(Historical)		Deactivated
CLMIN - Request for Home and Community Care Services		
Community Services	*To refer a patient, please call 416-217-2077. This care type is currently unavailable in the RM&R a	
Convalescent Care		
Integrated Care	Integrated Care is a new care model aimed at improving the patient/caregiver and care provider exper	
LHIN - Home and Community Care		
Long Term Ventilator Care	Long-term mechanically ventilated patients who are medically stable and awaiting transfer to an alte	
LTC Application		
MackenzieHelps		
Outpatient Referrals		
Outpatient Rehab - TJR		
Palliative Care		
Rehab/CCC		Already Exists
Retired - Rehab/CCC Application	Long Term Care	
Short Stay Respite Application		
Toronto Seniors Helpline	*To refer a patient, please call 416-217-2077. This care type is currently unavailable in the RM&R a	