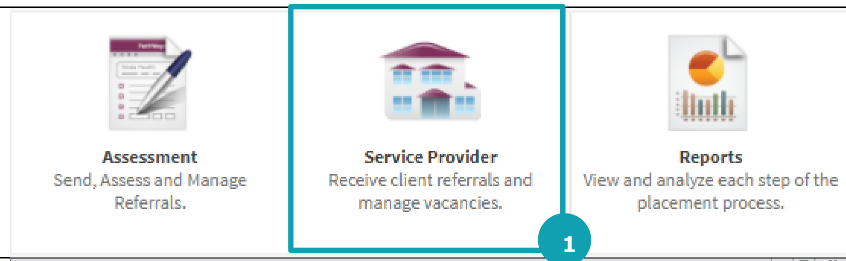
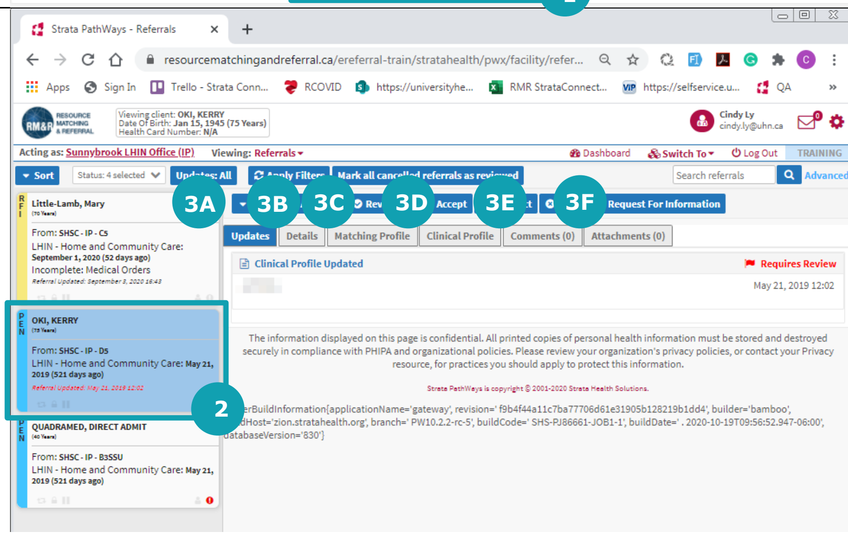
View More Referral Details

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 **Locate client** Select the patient's referral. Selecting the referral will change the background colour from white to blue. For more details on how to access existing patient profile, please review the ***Search For a Referral.***	
Step 3 **View additional referral information** Once within a referral, you have multiple tabs which will display more information and allow you to action on the referral accordingly. A) Updates tab provides a summary of all the referral updates B) Details tab provides information about the referral source, referral dates and most responsible person C) Matching Profile tab allows you to see how the client matched to your service D) Clinical Profile tab displays all the referral information filled out by the sending service provider E) Comments tab allow you to view all referral comments and make any relevant comments on the referral. F) To add comments click the Add Comment button	