

How do I send a referral?

Prolonged-Ventilation Weaning Centre



Instructions

Step 1

Complete all tabs in the Prolonged-Ventilation Weaning Centre form. Please view **'What is a Prolonged-Ventilation Weaning Centre referral?'** for more details.

The screenshot shows the 'TEST - Referral Sender' interface. At the top, it displays 'Viewing client: 999test999, PWVC Demo' and 'Date Of Birth: N/A, Health Card Number: No Identifier'. Below this, there are navigation links: 'Go Back', 'Help', 'Dashboard', and 'Switch To'. A green notification bar states 'All tabs are complete.' Below this, there are several tabs: 'Client Details', 'Demographics', 'Supplementary Information', 'Referral Information', 'Mechanical Ventilation and Airway Details', 'Care Requirements', and 'Uploaded Files (0)'. A red triangle icon next to 'Send and Manage Referrals' indicates it is the next step. Below the tabs, there are two tables: 'Referrals' (showing 'No Active Referrals Found') and 'Referrals To Be Sent'. The 'Referrals To Be Sent' table has one entry: 'Michael Garron Hospital - Prolonged-Ventilation Weaning Centre' with 'Accept Wait' and 'Admit Wait' both at '0 days' and a 'Match Status' of 'Details'. A 'Send Referral' button is at the bottom right.

Step 2

Once all tabs are completed, click the **Send and Manage Referrals** tab.

This screenshot is identical to the one in Step 1, but a red box highlights the 'Send and Manage Referrals' tab, indicating it should be selected.

Step 3

Under **Referrals to be Sent**, click the **checkbox** to select the service provider(s) you want to send the referral to.

This screenshot is identical to the one in Step 2, but a red box highlights the checkbox in the 'Referrals To Be Sent' table for 'Michael Garron Hospital - Prolonged-Ventilation Weaning Centre', indicating it should be checked.

Step 4

Click the **Send Referral** button.

The screenshot shows the 'TEST - Referral Sender' interface. At the top, there is a header with the RM&R logo and client information: 'Viewing client: 999test999, PWVC Demo', 'Date Of Birth: N/A', and 'Health Card Number: No Identifier'. Below the header, there are navigation links: 'Go Back', 'Help', 'Dashboard', and 'Switch To'. A status bar indicates 'All tabs are complete.' and lists several tabs: 'Client Details', 'Demographics', 'Supplementary Information', 'Referral Information', 'Mechanical Ventilation and Airway Details', 'Care Requirements', and 'Uploaded Files (0)'. A 'Send and Manage Referrals' button is visible. The main content area is divided into two sections: 'Referrals' and 'Referrals To Be Sent'. The 'Referrals' section shows 'No Active Referrals Found'. The 'Referrals To Be Sent' section contains a table with one entry: 'Michael Garron Hospital - Prolonged-Ventilation Weaning Centre'. The table has columns for 'Service Provider', 'Accept Wait', 'Admit Wait', and 'Match Status'. The 'Match Status' column shows a green checkmark and a 'Details' button. A 'Send Referral' button is highlighted with a blue box at the bottom right of the table.

Step 5

A confirmation pop up message will be displayed, confirming that your referral has been sent successfully.

The service provider will be added to the **"Referrals"** section.

The status of the referral will be updated to **"Pending"**.

The screenshot shows the 'TEST - Referral Sender' interface after the referral has been sent. The header and navigation links are the same. The 'Send and Manage Referrals' button is now highlighted with a blue box. The 'Referrals' section now displays a table with one entry: 'Michael Garron Hospital - Prolonged-Ventilation Weaning Centre'. The 'Status' column shows 'Pending' and the 'Referral Date' is 'August 23, 2022 15:05'. The 'Referral Information' column has a '(0 of 0)' button, and the 'Referral Management' column has 'Details', 'Print', and 'Close' buttons. The 'Referrals To Be Sent' section is now empty.