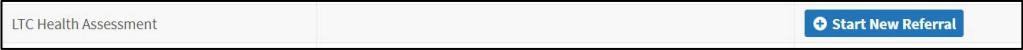
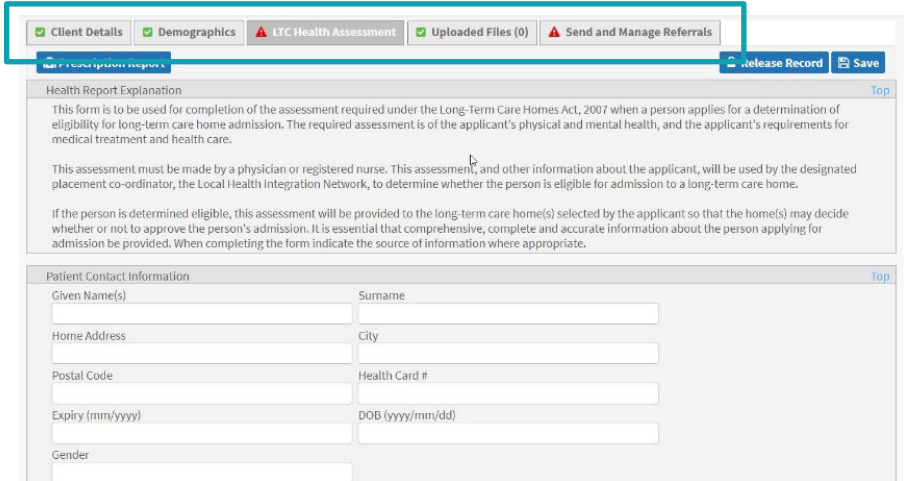
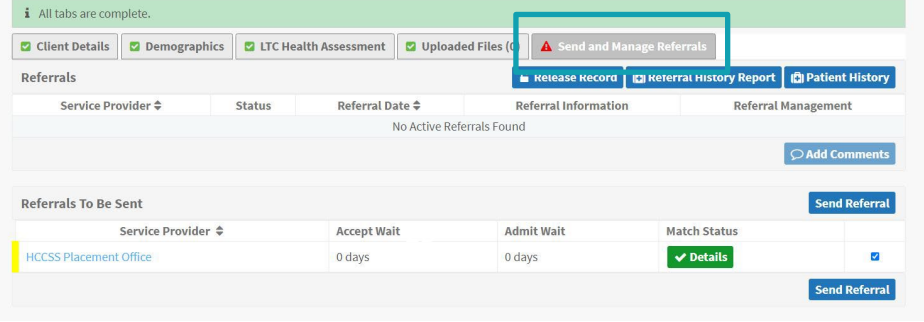
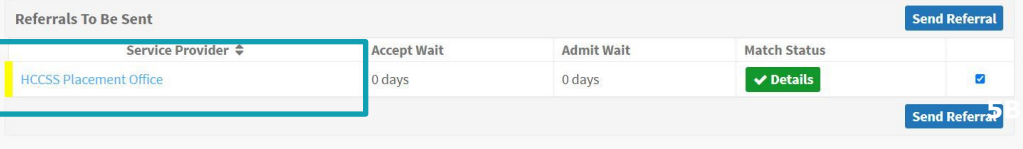


How do I send a referral?

LTC Health Assessment



Instructions

<p>Step 1 Select the <i>LTC Health Assessment</i> care type from the list of available care types.</p>	
<p>Step 2 Complete all tabs in the LTC Health Assessment form.</p>	
<p>Step 3 Once all tabs are completed, click the Send and Manage Referrals tab.</p>	
<p>Step 4 Under Referrals to be Sent, there will be only one option available, HCCSS Placement Office.</p>	

Step 5

Click the **Send Referral** button.

The screenshot shows the 'Send and Manage Referrals' interface. At the top, there is a green status bar indicating 'All tabs are complete.' Below this, there are several tabs: 'Client Details', 'Demographics', 'LTC Health Assessment', 'Uploaded Files (0)', and 'Send and Manage Referrals'. The 'Send and Manage Referrals' tab is active. Underneath, there are three sub-sections: 'Referrals', 'Referrals To Be Sent', and 'Referrals To Be Sent'. The 'Referrals' section shows 'No Active Referrals Found' and an 'Add Comments' button. The 'Referrals To Be Sent' section has a 'Send Referral' button. Below this, there is a table with columns: 'Service Provider', 'Accept Wait', 'Admit Wait', and 'Match Status'. A row is visible for 'HCCSS Placement Office' with '0 days' in both wait columns and a green checkmark in the 'Match Status' column. A 'Details' button is next to this row. A red box highlights the 'Send Referral' button at the bottom right of the table.

Step 6

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 'Send and Manage Referrals' interface after a referral has been sent. The 'Send and Manage Referrals' tab is still active. The 'Referrals' section now displays a table with one row: 'HCCSS Placement Office' with a status of 'Pending' and a referral date of 'August 16, 2023 09:25'. The table has columns for 'Service Provider', 'Status', 'Referral Date', 'Referral Information', and 'Referral Management'. Below the table, there are buttons for '(0 of 0)', 'Details', 'Print', and a red 'X' icon. An 'Add Comments' button is also present. The 'Referrals To Be Sent' section is now empty, and the 'Send Referral' button is still visible. A red box highlights the 'Send Referral' button at the bottom right of the table.