

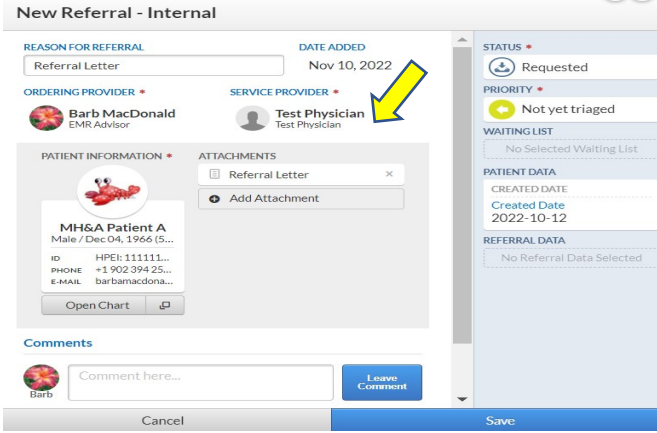
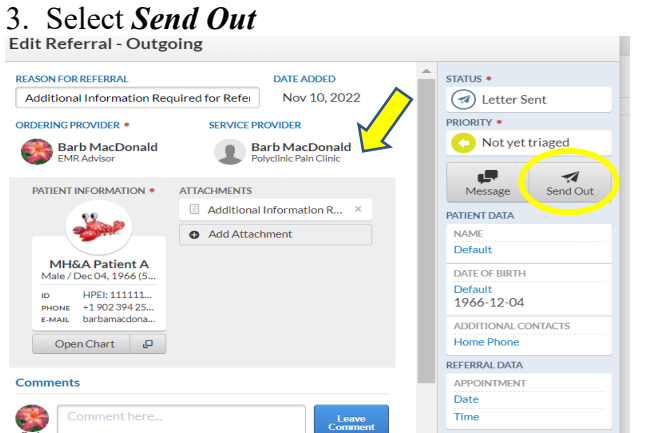
Collaborative Health Records –Sending Referrals Quick Reference

Sending Referrals

Referrals are sent either as internal or outgoing. It is very important to ensure referrals are sent **out** of and **within** the CHR correctly, so that they are received and triaged.

Please follow these steps:

- Create the referral letter in the CHR
- Sign your referral letter, and then reopen your referral letter
- Select either Referral **Internal** or Referral **Outgoing**

Sending Internal Referrals	Sending Outgoing Referrals
<p>Receiving provider/specialist is on the CHR</p> <p>The active CHR user list is located on the Provincial EMR website: https://www.princeedwardisland.ca/en/publication/active-chr-user-list.</p>	<p>Receiving provider/specialist NOT on the CHR</p>
<p>1. Select the service provider from the dropdown list</p> <p>2. The status will default to Requested and the priority will default to Not Yet Triage. Do not change these statuses.</p>	<p>1. Enter a service provider.</p> <p>2. If the service provider is not a contact in the CHR, leave this blank (you will be required to manually enter the fax number or print the referral in Step 4).</p>
	<p>3. Select Send Out</p> 
<p>3. Click Save</p>	<p>You will see a pdf of your referral</p> <p>4. You MUST fax or print the pdf version of the referral letter. If you have not added a service provider, you must manually add the fax number.</p> 