

Referral Management: Clinician Workflow

Placing a Referral Order

1. Go to the **Referrals** section in Quick Orders and select the **Children's Clinics Referrals** order set.

Referrals ≡• ⊙
Home Health Referral Home Health Referral
Palivizumab (Synagis) Prescriptions & Children's Home Care Referral Palivizumab (Synagis) Prescriptions & Children's Home Care Referral
Palivizumab (Synagis) Prescription and/or Non Children's Home Care Referral Palivizumab (Synagis) Prescription and/or Non Children's Home Care Referral
△ Clinic Referrals
Children's Clinics Referrals Children's Clinics Referrals

Or

Go to the **Orders** component in the Workflow Summary and click +**Add** to add a new order.

• Search for the clinic referral order.

ARM, DEMOPT1 Weight:_				MRN-Teleformern Acct:
Dosing Weight: Proceedings: Not Specified	Endocrine CI-	M Clinic Active 10/26/2023	11:06:10	CDT
Precautions. Not specified	Diagnoses & Proble	ems		Saweb Advanced Options
Diagnosis (Problem) being Addressed this Visi	-	A A A A A A A A A A A A A A A A A A A		
💠 Add 笃 Convert Display.	Active		~	an a Polder Poveres Search we
140 C				Testing My Favorite Plans
Annotated Display	Code	Clinical Dx	Condit	
E Acute asthma	145.909	Unspecified asthma, unc	Acute	

Note: Once a referral order is selected, an **Order sentences** window displays. Select an appropriate order sentence or (None) prior to clicking **OK** and completing the order details.

Order sentences for: RM Clinic Referral (RM Clinic Referral Endocrinology)							
(None)							
Medical Service: Endocrine, Reason: Ambiguous Genitalia							
Medical Service: Endocrine, Reason: Congenital Adrenal Hyperplasia(CAH)							
Medical Service: Endocrine, Reason: Diabetes Type 1&2							
Medical Service: Endocrine, Reason: Graves Disease							
Medical Service: Endocrine, Reason: Growth Concerns							
Medical Service: Endocrine, Reason: Insulin Resistance							
Medical Service: Endocrine, Reason: Polycystic Ovary Syndrome(PCOS)							
Reset OK Cancel							

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2. Complete the Order details.

Note: Fields highlighted in yellow are required.

😢 Details 📴 Order Comments 🔯 Diagnoses				
Order details	+ 2 h.		Detail values	
Medical Service [Endocrine]		÷		
eferral Reason				
eferral Type		\$		
efer to Clinic				
equested Start Date/Time [2/6/2024 8:39 CST]		t		
ority		~		
agnosis		*		
tructions to Scheduling Staff				
DNFIDENTIAL Order				
ternal				

3. **Refer to Clinic** is a required field. To complete this field, click the binoculars.

Note: The **Refer to Clinic** field does not default the practice specified in the order name and will need to be searched every time a new referral order is placed. Practice is a minimum requirement. If the specific provider is unknown, you can refer to the practice only. The **Refer to Clinic** cannot be favorited.

▼ Details for RM Clinic Referral (RM Clinic Referral Endocrinology)										
📸 Details 🗓 Order Comments 🕼 Diagnoses										
Order details	🛨 🖀 llı. Detail values									
Medical Service [Endocrine] Referral Reason [Turner Syndrome] Referral Type		à								
Refer to Clinic Requested Start Date/Time [12/20/2023 12:33 CST] Priority	4									
Diagnosis Instructions to Scheduling Staff CONFIDENTIAL Order	≈									

- 4. This opens the **Referral Provider Lookup** window.
 - The **Search by** dropdown initially defaults to **Provider** and may need to be switched to **Practice**. However, the next time you conduct a search, your last **Search by** preference (i.e., **Practice** or **Provider**) will be retained.
 - The qualifier in the provider/practice lookup defaults based on the **Referral Reason** and restricts the lookup to only providers/practices in that specialty. The qualifier may need to be removed to display additional results.



Internal Search

The qualifier for the specialty will default and internal practices or providers display depending on what **Search by** dropdown option is selected. Select the appropriate clinic or provider and click **Accept**. **Note:** Children's Health Network clinics external to the Minneapolis and St. Paul campuses are not included in internal searches.

P Referral Provider Lookup	×
Search: Search for a practice	
Qualifiers: Endocrinology ×	+
Search by: Practice	Search Clear
Endocrine CI-M Distance:	Endocrinology Within Health System 1 Provider Available
	Accent
	Cancer

External/CHN Search

Select **Include external practices** to include external and CHN sites in the search. Select the appropriate clinic or provider and click **Accept**.

Referral Provider Lookup	
Search: Search for a practice	
Qualifiers: Allergy and Immunology ×	+
Search by: Practice ▼	Search Clear
Advancements in Allergy and Asthma 12450 Wayzata Blvd, Suite 215, Minnetonka, MN 55305 Distance:	Allergy and Immunology External to Health System 4 Providers Available
Allergy & Asthma Specialists, PA 825 Nicollet Mall, Suite 1149, Minneapolis, MN 55402 Distance:	Allergy and Immunology External to Health System
Allergy and Asthma Center of Minnesota 2480 White Bear Ave, Suite 104, Maplewood, MN 55109 Distance:	Allergy and Immunology External to Health System
Eisenstadt Allergy and Asthma	Allergy and Immunology



External Unknown Provider or Practice Search

Click the Include external practices checkbox. Select Misc External Providers/Practice and click Accept.

ualifiers: earch by: P lisc External P	ractice -	Distance:			+
earch by: P	ractice -	Distance:			
lisc External F			- •	✓ Include external practices	Search Clear
Jistance:	Provider/Pract	ice	Adol Denri Disord Health, C In Obst Orthop Medicine Podiati Rheu	escent Medicine, Allergy and Immunolo istry, Dermatology, Developmental Ped ers, Emergency Medicine, Endocrinolog General Surgery, Genetics, Gynecology, fectious Disease, Nephrology, Neurolog etrics, Occupational Therapy, Oncology edics, Pain/Palliative Care, Pediatrics, F e and Rehab, Physical Therapy, Plastic y, Primary Care, Psychiatry, Psycholog matology, Sleep Medicine, Speech and Medic	gy, Cardiology, Critical Care latrics, Dietitian, ENT, Eating y, Gastroenterology, Gende Hand Surgery, Hematology gy, Neurosurgery, Not Listed , Ophthalmology, Optometry Pharmacogenomics, Physica and Reconstructive Surgery y, Pulmonary, Rehabilitation Language Pathology, Sport ine, Urology, Wound Ostom External to Health System 1 Provider Available

- 5. **Sign** the order.
- 6. Refresh the Orders page. The referral order will display in a **Completed** status and a referral case will be added to a worklist in Referral Management.

Note: A completed referral order cannot be modified, the order will need to be voided and a new referral order will need to be entered.

7. Navigate to the **Referrals** component in the Workflow Summary to view a list of that patient's referrals and statuses.

< > 👻 🚖 Workflow Summary											
A	Ambulatory × +										
	Referrals	Ŧ	Referrals							(r)	
•	Screenings and Device	^	Written Date	Medical Service		Reason	Refer To	Status	Priority		
	Settings		▼ In-Progress						`		
	Health Maintenance		Dec 15, 2023	Sleep Medicine		ADHD/ADD/Learning	Immunology Cl-S	Pending Acceptan	Routine (Non Urgent)		
	Case Management Discharge		Dec 15, 2023	Sleep Medicine		ADHD/ADD/Learning	Immunology CI-S	Pending Acceptan	Routine (Non Urgent)		
	DME Orders		Dec 15, 2023	Infectious Disease		test	Infectious Diseas	Pending Acceptan	Routine (Non Urgent)		
	Patient Home Plan of		Dec 15, 2023	Orthopedics		Acute Fracture	Endocrine Cl-M	Pending Acceptan	Routine (Non Urgent)		
	Care		Dec 15, 2023	Psychology		Adjustment or Grief/Loss (Specify)	Psychology Cl-M	Pending Acceptan	Routine (Non Urgent)		
	Routines		Dec 15, 2023	Psychiatry		Inattention/Poor Concentration	Psychiatry Cl-M	Pending Acceptan	Routine (Non Urgent)		
	Reminders (0)		Dec 15, 2023	Sleep Medicine		Sleep Disordered Breathing	Endocrine Cl-M	Accepted	Routine (Non Urgent)		
	Multi Disciplinary		Dec 15, 2023	Cardiology		test	Endocrine Cl-M	Pending Acceptan	Routine (Non Urgent)		
	Subjective/History of		Dec 13, 2023	Allergy		Allergy	Midwest Ear Nose	Sent	Routine (Non Urgent)		
	Present Illness		Nov 27, 2023	Endocrine		Precocious Puberty	Endocrine Cl-M	Pending Acceptan	Urgent (ASAP)		



Print External Referral Order

If the referral order needs to be printed, follow these steps:

1. Open the patient's chart, click the **Communicate** drop-down, and select **Patient** Letter.

2. Click the **Subject** drop-down and select **External Orders Patient Letter**.

3. The body of the patient letter displays. In the Action Pane, **Print Now** is selected.







4. Click OK to print.