

Guide to Sending eReferrals (for Ocean Portal Users)

1. Initiate Your Ocean eReferral	You can access the Ocean eReferral Network from the link in your EMR (for integrated EMRs) or directly from the Ocean Healthmap to initiate your referral.
2. Select an eReferral Site	Search for your desired referral site to create your eReferral.
3. Send Your eReferral	Complete the eRequisition form and send your referral off to the referral site.
4. View & Track Your eReferral	You will receive email notifications about the status of your referral(s). From there, you can view and track the status of your referral from within your EMR and/or the eRequests tab of the Ocean Portal.

Initiate Your Ocean eReferral

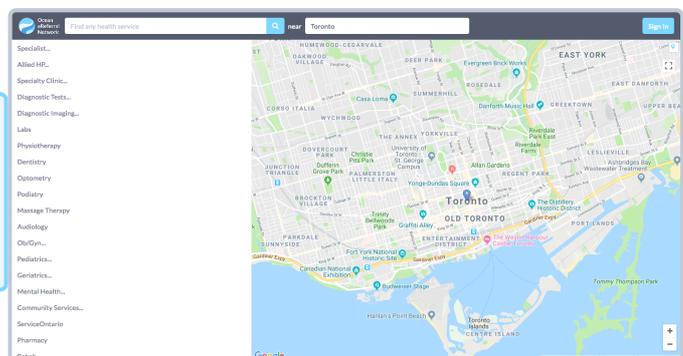
1. Initiate your eReferral.

With an Ocean account, you can initiate an Ocean eReferral using a link from your EMR to the Ocean eReferral Network or directly from the [Ocean Healthmap](#).

2. View the Ocean eReferral Network.

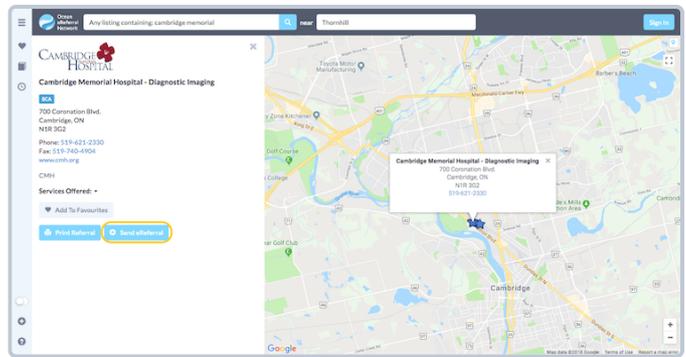
The EMR specific "Refer" or "Find Health Service" links will take you directly to the [Ocean Healthmap](#).

Note: Log in to the Ocean Healthmap with your Ocean user credentials if your user name does not appear in the top right so that your provider details are autopopulated in the eReferral.



Select an eReferral Site

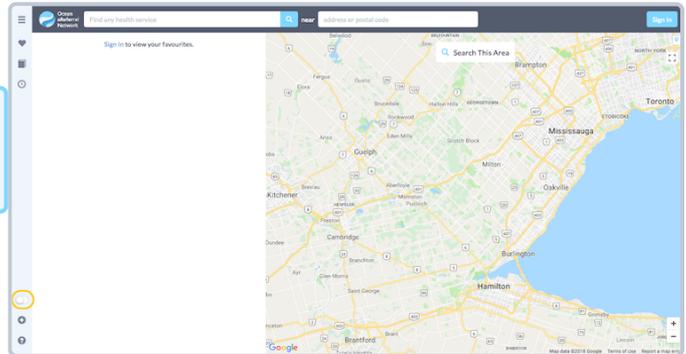
Choose a service and/or search for a specific site in the [Ocean Healthmap](#). Once you find the service and/or site that you're looking for, select it and click "Send eReferral".



If you are looking to send a test referral, use the **toggle** on the left hand side of the screen to access **test mode**.

Note: A green arrow icon indicates if a listing accepts eReferrals in search results.

If the "Send eReferral" button doesn't appear on a listing, the site you've chosen does not accept eReferrals. However, you can still print a paper referral for that site by clicking "Print eReferral".



Send Your eReferral

A. Complete the eReferral form, as required. If you initiated the referral from an integrated EMR, patient contact information and other required details will be automatically pre-populated. Complete the remaining fields as required.

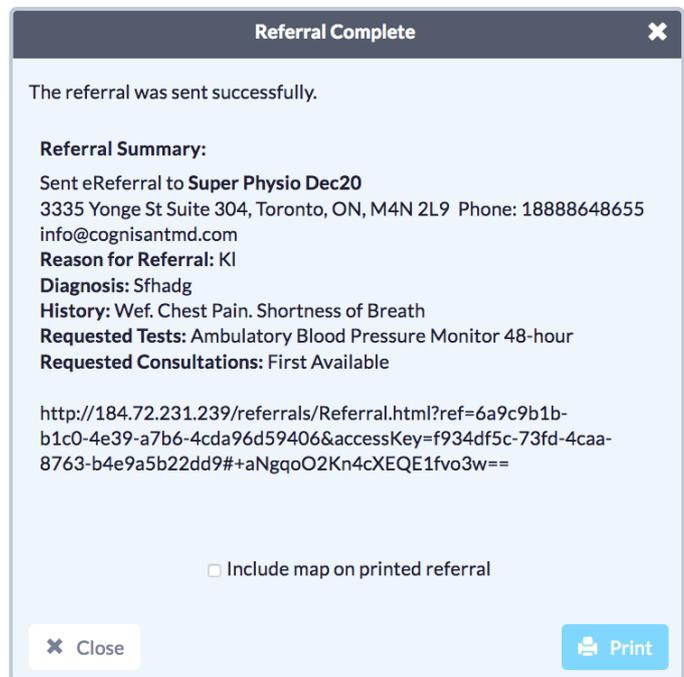
B. If necessary, you can add attachments to your referral. To generate PDF attachments from your EMR, please refer to this article: [Creating a PDF Attachment](#).

C. If you are sending an eReferral as a **delegate**, you will need to select the appropriate provider that you are referring on behalf of (from the dropdown menu at the top of the "Referrer Information" panel).

D. Click the "eRefer" button to send your eReferral.

Note: If the referral listing you are sending to is under a regional authority, you must accept the agreement located beside the "eRefer" button the first time an eReferral is being submitted.

- E. Once sent, you will see a **confirmation window** with the option to print a copy of the referral for the patient.



- F. The eReferral will then be documented in the patient's chart.

If you are using a non-integrated EMR, you can copy and paste the information from the confirmation window directly into your patient's chart in your EMR.

View & Track Your eReferral

1. View your eReferral.

You can view your eReferrals in the [eRequest Tab](#) of the Ocean Portal. To view the eReferrals that you've sent select the "Sent (All)" option in the left sidebar.



2. Check the status of your eReferral.

If you are using a non-integrated EMR, you can view and check the status of your eReferral in the [eRequests tab](#) of the Ocean Portal.

If you've linked your referral to your own Ocean account, you will also automatically receive **email updates** when the status of your eReferral changes (i.e. if it's booked, cancelled, or changed). More details about these email updates can be found in the article "[eReferral Notification Email Rules](#)".