



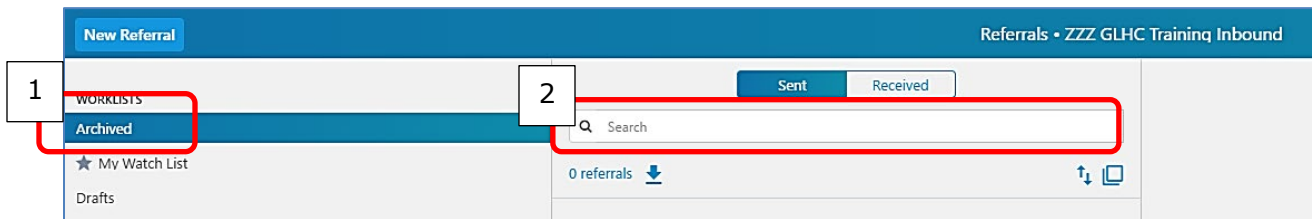
## Archived Referrals

### Bridge Referral Application User Guide

Referrals that have been archived are only available in the Archived Worklist. The only way to see these referrals is to search for them using Date From, Date To, Sent To, First Name, or Last Name. The Search requires either a date range or a sent to value.

Referrals created and either cancelled, completed, or declined before August 2017 have been archived by GLHC.

Referrals created since August 2017 can be archived only by the organization that sent the referral.



## Searching for Archived Referrals

Archived referrals will not automatically display when first viewing the Archived Worklist. To display archived referrals, click into the **Search** box and then enter either a date range or select a "Sent To/From" organization.

The First Name and Last Name are not required.

Click the blue Search button to review results.

### Date Range

Enter dates manually in the following format, mm/dd/yyyy.

A popup calendar is also available. Use the arrows to change to a different month.

Date From

←
→

July 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

To display all months of the year click on the name of the month in view. Then select the desired month.

Date From

←
→

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5

Date From

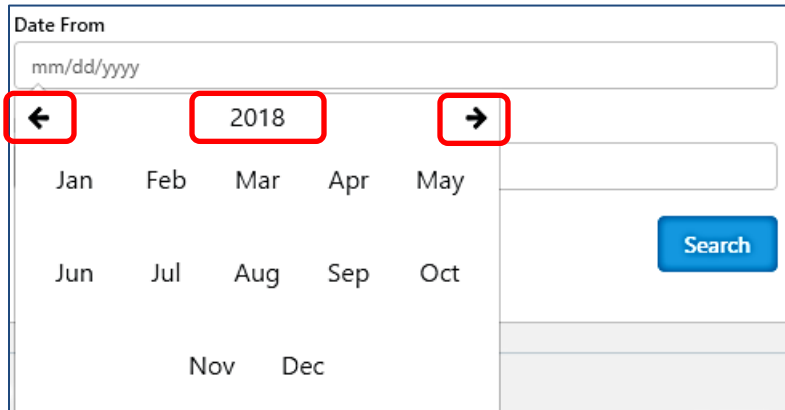
  

←
→

2018

Jan	Feb	Mar	Apr	May
Jun	Jul	Aug	Sep	Oct
	Nov	Dec		

To display other years, use the arrows to scroll or click on the year in view.

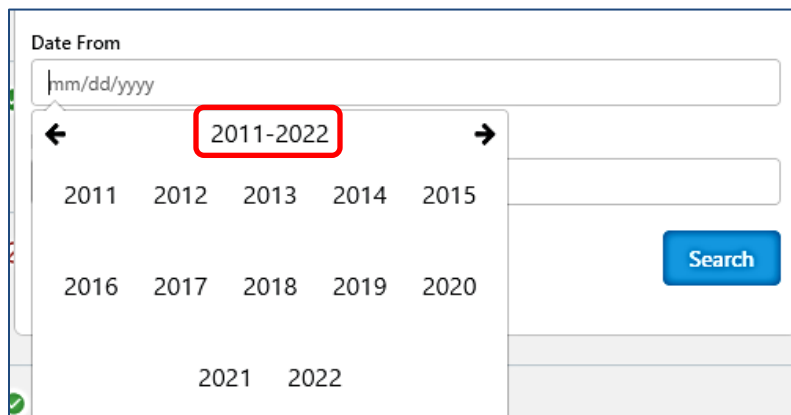


Date From  
mm/dd/yyyy

← 2018 →

Jan Feb Mar Apr May  
Jun Jul Aug Sep Oct  
Nov Dec

Search



Date From  
mm/dd/yyyy

← 2011-2022 →

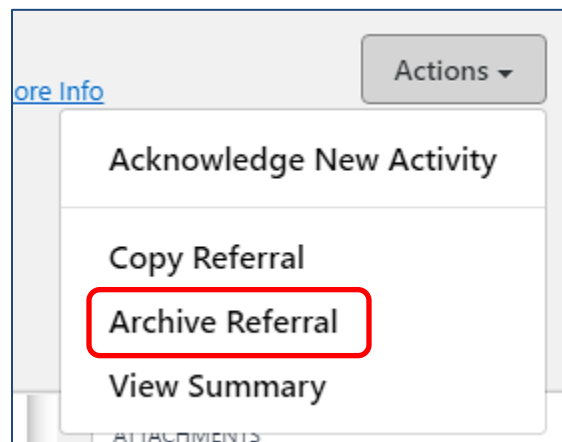
2011 2012 2013 2014 2015  
2016 2017 2018 2019 2020  
2021 2022

Search

## Archiving a Sent Referral

Only SENT referrals in a Declined, Cancelled or Completed status can be archived. When a referral is archived, it is archived for both the sending and receiving organization.

To archive a referral, click on the desired referral in the worklist, then click the **Actions** button, and click **Archive Referral**. The referral will be immediately archived.



More Info

Actions ▾

- Acknowledge New Activity
- Copy Referral
- Archive Referral**
- View Summary

ATTACHMENTS