



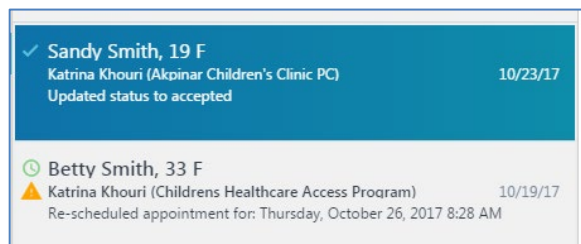
## Editing a Sent Referral

### Bridge Referral Application User Guide

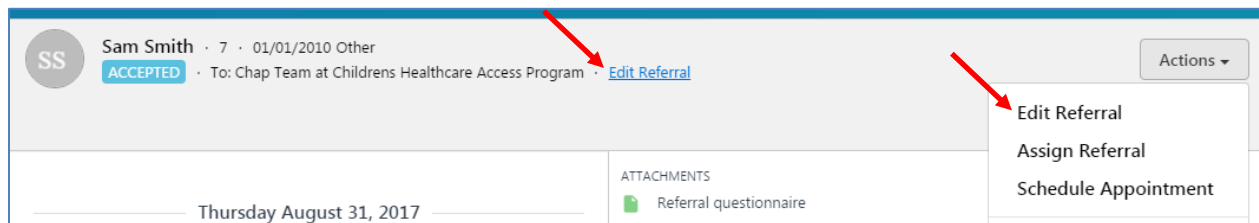
Edits cannot be made to Referrals that have been forwarded.

If you have already created a Referral for a patient and need to edit the referral, follow the steps below.

1. Locate and select the referral. The referral will be highlighted in blue after it is selected.



2. There are two ways to open the referral in edit mode.
  - Option 1 - Click on the **Edit Referral** link in the header.
  - Option 2 – Click on **Edit Referral** from the Actions menu.



3. Once in edit mode you can add, change or remove patient data.

A User can remove an attachment if it was added by mistake to a Referral. The User will need to provide a reason. The system will document the following: The title of the attachment, who removed the document, the date/time it was removed and the reason for the removal.

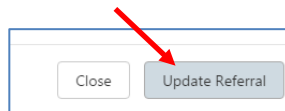
● Test, Charlie B · 54 y/o · M ★  
 Steve Spieker (GLHC Steve Spieker Primary Care) 02/17/20  
 Removed prior attachment 'GLHC Test Xray Report.pdf' posted on 02/17/2020, and provided the reason Xray...  
 are from last year. Waiting for updated report

Removed prior attachment 'GLHC Test Xray Report.pdf' posted on 02/17/2020, and provided the reason Xrays are from last year. Waiting for updated report

02/17/2020

**Note:** Only certain information can be modified on the **Patient Details** and the **Referral Details** tab. Things such as the Referred From and To fields cannot be changed here.

- Once all changes have been made, click **Update Referral** to save the changes.



- The referral has now been updated. A message will be sent, via the Chat Window, to notify others that the referral was edited, and by whom.

✓ Sam Smith, 7 M 6:02 PM  
 Steve Spieker (Shelter of Flint)  
 Referral edited by: Steve Spieker

Edited

By: **Steve Spieker**  
 From: **Shelter of Flint**

6:02 PM

Monday October 9, 2017

Referral edited by: Steve Spieker

6:02 PM

**Note:** The update will not specify what information was updated or edited. Therefore, it is helpful to enter the change(s) in the Message section.

Referral edited by: Steve Spieker

Updated Middle Name

8:24 AM