



Forwarding a Received Referral

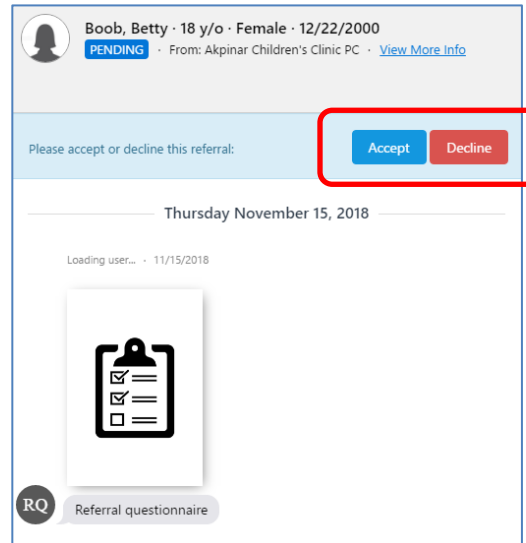
Bridge Referral Application User Guide

When forwarding a referral, all attachments added by the original sending office will be sent with the referral to the new destination. These attachments cannot be deleted.

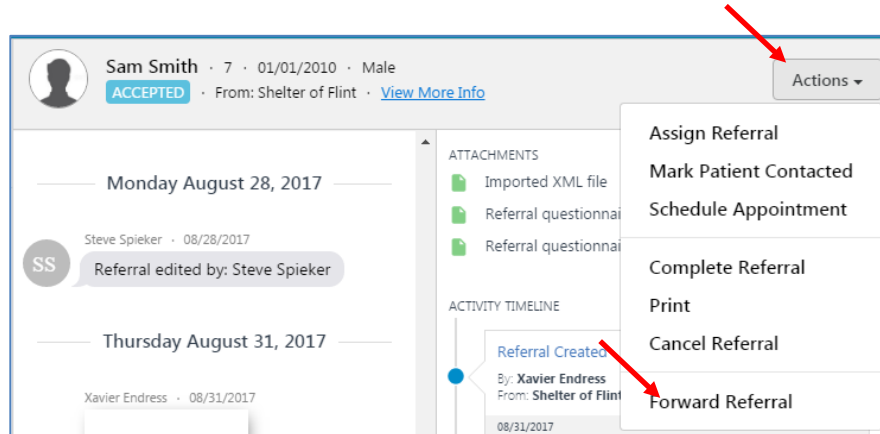
1. Locate the referral from the Received worklist. Click on the referral to see more information. Blue highlighting will appear.

The screenshot displays the Bridge Referral Application interface. On the left, a list of 21 referrals is shown under the 'Received' tab. The selected referral, 'Sam Smith, 7 M', is highlighted in blue. A red arrow points to this entry. The main view shows the details for 'Sam Smith', including his profile picture, name, age (7), gender (Male), and status (ACCEPTED). The activity timeline shows the referral was created on Monday, August 28, 2017, by Steve Spieker, and edited by Steve Spieker on Thursday, August 31, 2017. The activity timeline also shows the referral was created by Xavier Endress from Shelter of Flint on 08/31/2017, and assigned to Steve Spieker from Alqinair Children's Clinic PC to Carrie Strom on 08/31/2017. The attachments section lists 'Imported XML file', 'Referral questionnaire', and 'Referral questionnaire'.

2. To forward a received referral the referral must be first Accepted or Declined.



3. Click the **Actions** button in the upper right hand corner and then click **Forward Referral**.



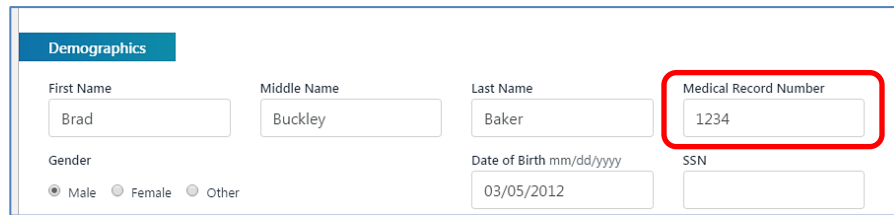
4. The referral will open in a new window labeled **Forward Referral**.



5. Review the referral and make necessary changes to the Patient Details.

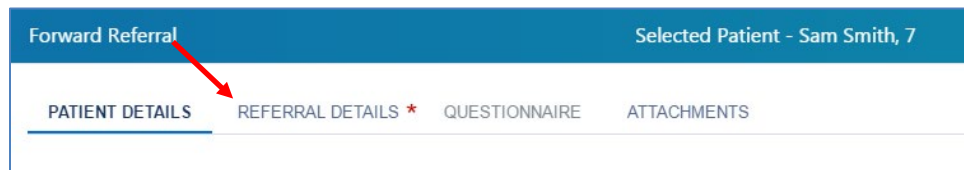
- It is very important to review all information in this section to confirm that the information is correct.
- Depending on the organization that the referral is being forwarded to, confirm and follow the guidelines on what information should be sent to that organization (i.e. SSN, Insurance, Diagnosis, etc.).

- The Medical Record Number from the original sending organization will be copied from the referral. Update this number to reflect the patient’s record number for your organization. If you do not have one, simply delete the number.



Demographics			
First Name	Middle Name	Last Name	Medical Record Number
Brad	Buckley	Baker	1234
Gender	Date of Birth mm/dd/yyyy	SSN	
<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	03/05/2012		

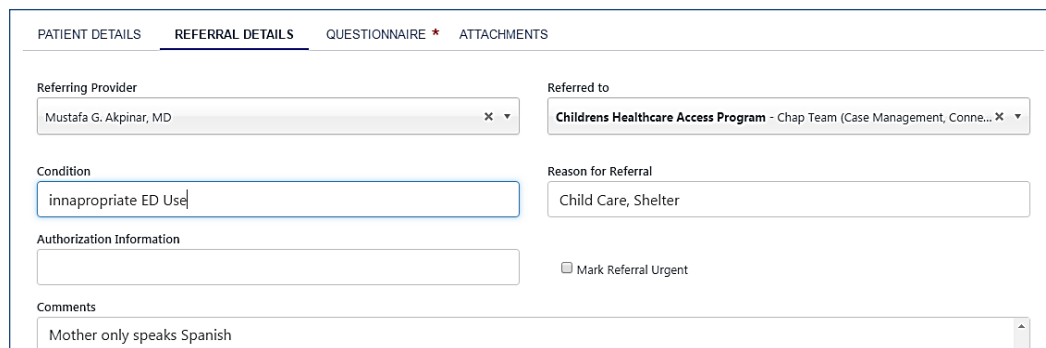
- Once the **Patient Details** are updated, click into the **Referral Details** tab.



Forward Referral Selected Patient - Sam Smith, 7

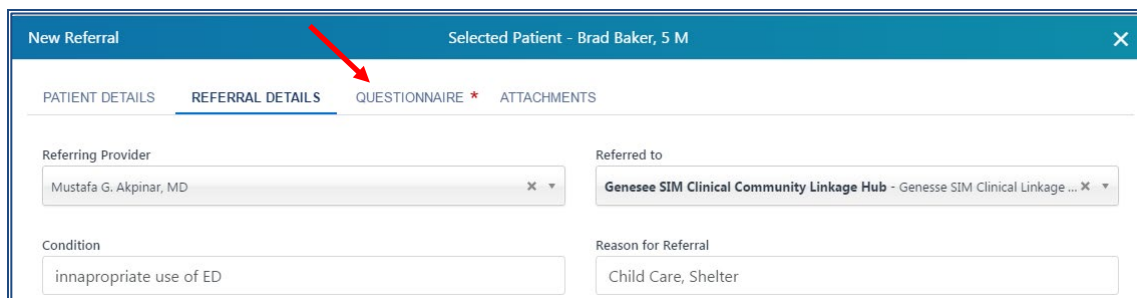
PATIENT DETAILS REFERRAL DETAILS * QUESTIONNAIRE ATTACHMENTS

- Review and edit this information to ensure that it is accurate for the referral moving forward.



PATIENT DETAILS	REFERRAL DETAILS	QUESTIONNAIRE *	ATTACHMENTS
Referring Provider		Referred to	
Mustafa G. Akpinar, MD		Childrens Healthcare Access Program - Chap Team (Case Management, Conne... X	
Condition		Reason for Referral	
innapropriate ED Use		Child Care, Shelter	
Authorization Information		<input type="checkbox"/> Mark Referral Urgent	
Comments			
Mother only speaks Spanish			

- Once the **Referral Details** are updated, click **Questionnaire**. Complete the Questionnaire. A red asterisk will indicate that a question requires an answer. Read the additional information that the receiving organization has added. Some organizations ask that documents be sent with the referral. Add documents in the **Attachments** section.



New Referral Selected Patient - Brad Baker, 5 M

PATIENT DETAILS REFERRAL DETAILS QUESTIONNAIRE * ATTACHMENTS

Referring Provider	Referred to
Mustafa G. Akpinar, MD	Genesee SIM Clinical Community Linkage Hub - Genesee SIM Clinical Linkage ... X
Condition	Reason for Referral
innapropriate use of ED	Child Care, Shelter

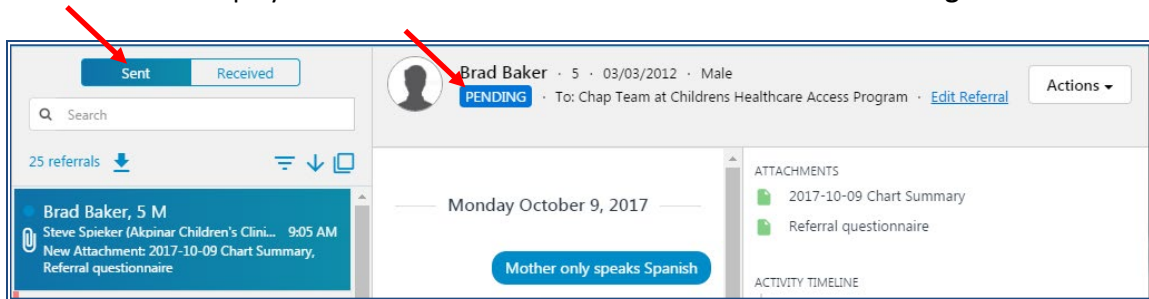
- Once all required information has been added into the referral the red asterisks will no longer displays in any of the titles.

New Referral Selected Patient - Brad Baker, 5 M ✕

PATIENT DETAILS REFERRAL DETAILS **QUESTIONNAIRE** ATTACHMENTS

9. Click the **Send Referral** button when ready to forward the referral.

10. The referral will display in the **Sent** worklist and the initial status will be **Pending**.



The screenshot shows the MiHIN interface. On the left, a worklist under the 'Sent' tab shows a referral for Brad Baker, 5 M, with a status of 'PENDING'. A red arrow points to the 'Sent' tab. On the right, the referral details for Brad Baker are shown, including his age (5), date of birth (03/03/2012), gender (Male), and status (PENDING). A red arrow points to the 'PENDING' status. The referral is dated Monday, October 9, 2017, and includes attachments: '2017-10-09 Chart Summary' and 'Referral questionnaire'. A note indicates 'Mother only speaks Spanish'.