



Copying a Sent Referral

Bridge Referral Application User Guide

Only the organization that sent the referral can copy it and create (and send) a new referral based on that referral.

A sending organization would want to copy a referral if the patient needs multiple referrals sent.

It is important to follow all HIPAA guidelines on what information can be sent in the referral. When copying a referral the patient demographic information will be copied exactly, review the information before sending the referral.

How to Copy a Referral

1. Click on the referral the needs to be copied in the Referral Worklist panel. The referral will turn blue and the details of the referral will display to the right in the Referral Detail panel. This will be referenced as the "original referral".
2. Click on the **Actions** button in the upper right hand corner. The available actions will display. Click **Copy Referral**.
3. A new window will open. This window will be titled "Copy Referral" and will display the name, age, and sex of the patient at the top. All patient demographic information from the original referral will be display in the Patient Details tab. Review this information for accuracy.
4. Complete the Referral Details tab. Note that the information from the original referral will be copied into this referral. Review all information for accuracy.
5. Complete the Questionnaire and Attachments tab for this referral. Click "Send Referral" when the complete.

