Smart Referrals

Quick Reference Guide

FORM SECTIONS

Referral information is split into sections.

Expand or collapse a referral section by clicking the grey bar.

- Patient information
- Insurance information
- Referring GP's information
- Attachments

SPECIALTY (CPC) FORMS

Condition specific clinical section will populate once the Condition and Specialty are selected.

- Referral information +
- Condition specific clinical information +
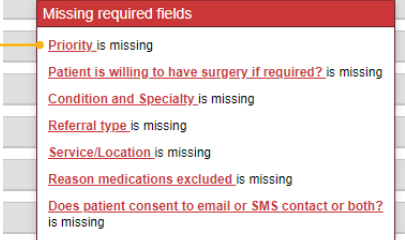- Standard clinical information +

REQUIRED FIELDS

Asterisks indicate a field that is requried. When a field is completed correcty, the asterisk will change from red to green.

MISSING FIELDS BUTTON

Provides a summary of the required fields.

Click on the title to navigate to the field.

Missing required fields
- Priority is missing
- Patient is willing to have surgery if required? is missing
- Condition and Specialty is missing
- Referral type is missing
- Service/Location is missing
- Reason medications excluded is missing
- Does patient consent to email or SMS contact or both? is missing

Refresh   Missing fields 7

SUPPORTING INFORMATION

Attach documents from your computer or clinical software.

Attachments
Attach a file from [Clinical software] [Computer]

25MB size limit

Or select extracted information from your clinical software from the standard clinical information section.

Attachments are sent with the referral.

Standard clinical information

Recent investigations

Date	Test Name
9 Dec 2012	E/LFT (MASTE
2 Jan 2012	PAP SMEAR
4 Feb 2010	E/LFT (MASTE
2 Jan 2010	PAP SMEAR
2 Feb 2008	Skin Allergy Tes

EXTRACTED DATA

Click the **Refresh** button to update Smart Referrals with the most recent data from your clinical software.

Refresh

Information you have entered into Smart Referrals will not be lost when you refresh.

ICONS

- ✱ Required, incomplete field
- ✳ Required, completed field
- ⋯ Additional information button
- 🔒 Data extracted from clinical software
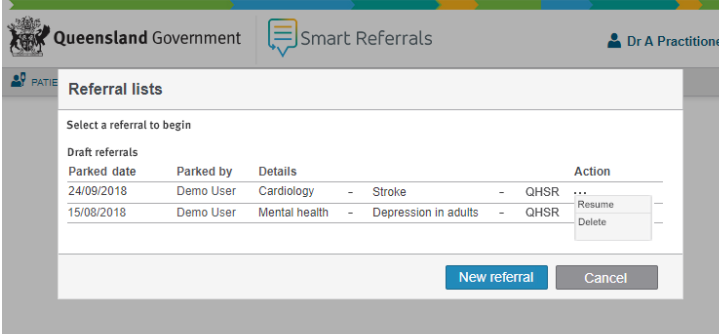- ⮂ Data written back to clinical software

FORM GUIDELINES

Hover over information icons to display helpful information. These contain important guidelines for clinical infromation included in the referral.

✱ Pain assessment ⓘ   Waking up at night with pain, requiring regular analgesia

LIVING REFERRALS

A list of living referrals will display when Smart Referrals is opened. Action an existing referral using the ellipsis at the end of each row, or begin a new one.

Queensland Government   Smart Referrals   Dr A Practitioner

Referral lists

Select a referral to begin

Draft referrals

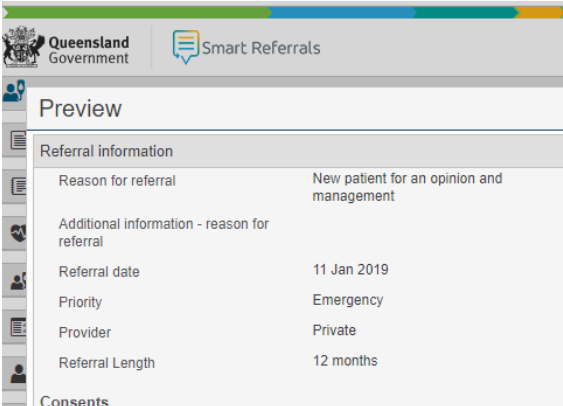| Parked date	Parked by	Details			Action
24/09/2018	Demo User	Cardiology	–	Stroke	–	QHSR	...
15/08/2018	Demo User	Mental health	–	Depression in adults	–	QHSR	Resume Delete

New referral   Cancel

DRAFT REFERRALS
Have not been submitted and possibly waiting for information.

SUBMITTED REFERRALS
Have been submitted. Can be continued, withdrawn, or updated.

ⓘ Change the patient in your clinical software and open Smart Referrals to send a new referral.

SUBMIT REFERRAL

Click **Submit** when you have entered all information. Review the referral that will be sent in the preview window.

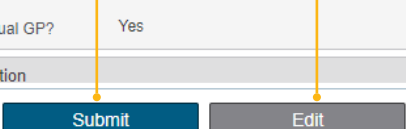**Queensland** Government   Smart Referrals

Preview

Referral information

Reason for referral	New patient for an opinion and management
Additional information - reason for referral	
Referral date	11 Jan 2019
Priority	Emergency
Provider	Private
Referral Length	12 months

Consents

...ual GP?   Yes

Click **Submit** to send the referral.

Click **Edit** to change details.

Submit   **Edit**