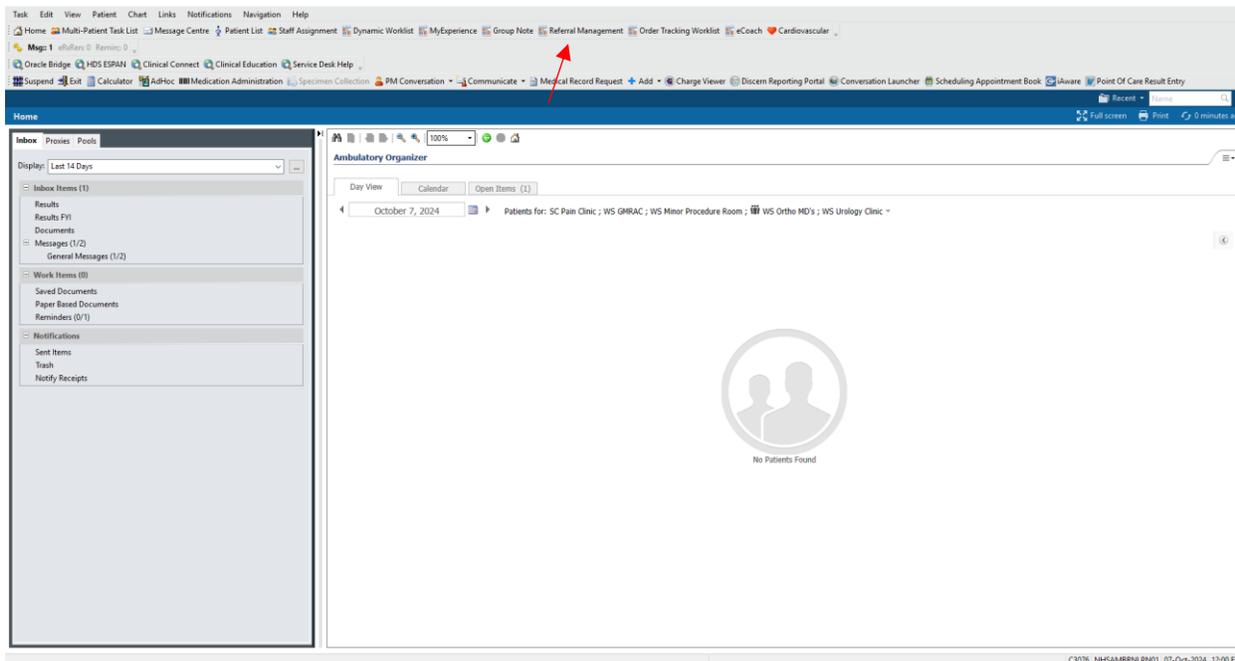


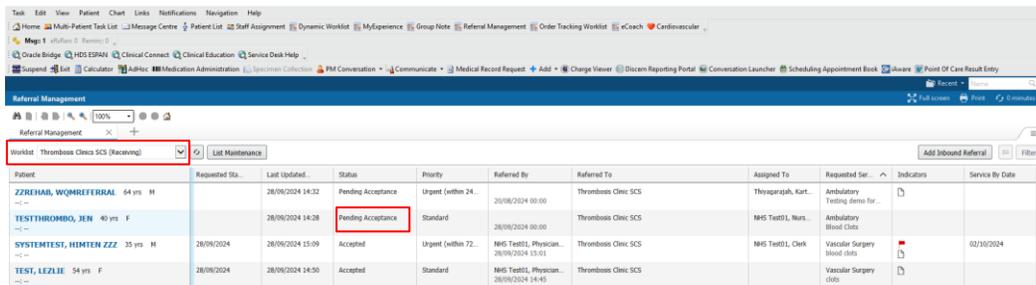
### ACCEPTING AN INTERNAL REFERRAL USING REFERRAL MANAGEMENT

How to accept a referral in a **Pending Acceptance** status.

1. Navigate to **Referral Management** from the top banner bar.



2. Select the correct referral with a **Pending Acceptance** status. Ensure the **Worklist** is correct.



3. Select **Accept** to accept the internal referral.

**Patient, Test**  
5 yrs Female DOB: OCT 26, 2013 MRN: 10000655 FIN: 20000670

Please Accept or Reject the referral.

Status: **Pending** [Edit](#)  
Substatus: Pending Review [Edit](#) [Clear](#)

[Accept](#) [Reject](#)

Unassigned [Assign to me](#) [Assign](#)  
Case Number: 12062

In PowerChart (PowerChart.exe), the system prompts you to create an encounter or select an existing one.

4. To create a new encounter, select the **Create** option in the Encounter Information dialog box. For the encounter type select **PreReg**, then select a **Location**, and press **Submit**.

**ZZTEST, OREO**  
34 yrs Female DOB: 26 APR 1990 MRN: 11001448

Please Accept or Reject the referral.

Status: **Pending Acceptance** [Edit](#)  
Substatus: -- [Edit](#)

**Encounter Information**  
 Create  Select Encounter  
 \*Type: Outpatient, **PreReg**, Recurring, Telephone Visit  
 \*Location: SC GMRAC

Summary | Comments | Documents (1) | Insurance | Scheduling

**Case Details**

Medical Service Ambulatory	Referral Reason test	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider --	Refer from Location --	Referral Written Date 10/22/2024	Requested Start Date --	Service By Date --
Refer to Provider --	Refer to Location General Internal Medicine Rapid Assessment / GIMRAC	Priority Next available appointment	Instructions to Staff --	Order Comment --

Patient Information

An encounter is created and associated with the referral case, then the status of the referral case is updated to **Accepted**.

**ZZTEST, OREO**  
34 yrs Female DOB: 26 APR 1990 MRN: 11001448

Status: **Accepted** [Edit](#)  
Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)  
Case Number: 244440

Summary **Comments** Documents (1) Insurance Scheduling

**Case Details** [Edit](#)

Medical Service Ambulatory	Referral Reason test	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider --	Refer from Location --	Referral Written Date 10/22/2024	Requested Start Date --	Service By Date --
Refer to Provider --	Refer to Location General Internal Medicine Rapid Assessment / GIMRAC	Priority Next available appointment	Instructions to Staff --	Order Comment --

**Patient Information**

Preferred Method of Contact --	Home Phone --	Mobile Phone --	Business Phone --	Home Address --
-----------------------------------	------------------	--------------------	----------------------	--------------------

- To associate an existing encounter with the referral case, select the **Select Encounter** option in the Encounter Information dialog box. Encounters that have a registration date in the last 30 days are displayed.

**Accept**

**Encounter Information**

Create  **Select Encounter**

Registration Date	Type	Location	FIN
04/07/1921 12:00 AM	Inpatient	PWR_ORGA	ECNSLT1
04/01/1921 12:01 AM	Day Surgery	PWR_ORGA	DAYSURGERYFIN01
03/30/1921 12:02 AM	Emergency	PWR_ORGA	

**Submit**

- Select an existing encounter, and select **Submit**. The system associates the existing encounter with the referral case, then updates the status of the referral case to **Accepted**.