

## To create and submit an eReferral

Open patient in Profile for Mac

Click on **eForms**



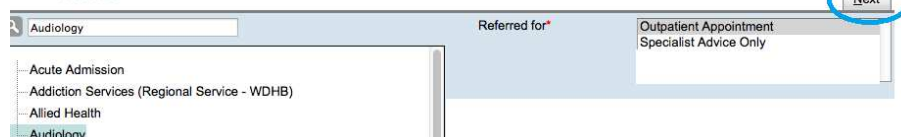
Click 'Add'



Click 'CareConnect eReferrals'



Select eReferrals service required and click



The selected form will load.

Fill in information on form.

Mandatory fields are shown with \*

**Clinical Information**  
Adult

**Attachments / Reports**  
No reports selected  
No files attached

**Medications / Warnings**  
4 long term medications specified  
No medications specified  
3 medical warnings specified

**Medical History**  
Medical history specified

**Patient Information**  
MICKEY MOUSE, AAA0985  
14yrs  
Disability not specified

**Recipient / Referrer**  
Counties Manukau DHB  
Referred by: Sam Entwistle  
No Different Regular GP

Previously Referred

ACC

Urgent

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**AUDIOLOGY**

Referral type\*

Adult

Reason for referral\*

Has there been a previous audiogram performed? (please attach)  Yes  No

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Decreased Hearing

Severity

Referral details

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**Measurement Details**

Date	Code	Value	Date	Code	Value
22/10/2015	Height	180	22/10/2015	BMI	27.8
22/10/2015	Weight	90	11/03/2015	BP	96/88

- **Clinical Information** tab differs between services.
- **Attachments/Reports, Medications/Warnings, Medical History, Patient Information, Recipient/Referrer** tabs are the same across all services. Information prepopulates into these tabs from Profile for Mac (such as NHI, patient name, referrer details).

allows you to select consultation notes from within Profile.

Select note and click

**Browse Consultation Notes**

Date from  Date to

Please note a maximum of 3 additional consultation notes can be added to the referral.

	Date	Consultation Notes
<input type="checkbox"/>	21/10/2015	ereferral new note 1

If you need to add attachments then click on tab **'Attachments/Reports'**.

**Attachments / Reports**  
No reports selected  
No files attached

The default display shows documents of types specified below from the last 6 months (from within Profile)

Tick any documents you want to attach.

**Audiology Referral for Outpatient Appointment**

Form has been auto-saved.

**Clinical Information**  
Adult

**Attachments / Reports**  
No reports selected  
No files attached

**Medications / Warnings**  
4 long term medications specified  
No medications specified  
3 medical warnings specified

**Medical History**  
Medical History specified

**Patient Information**  
MICKEY MOUSE, AAA0985  
14yrs  
Disability not specified

**Recipient / Referrer**  
Counties Manukau DHB  
Referred by: Sam Entwistle  
No Different Regular GP

Date	Name	Comments	Type	Size
28/10/2015	Referral from ŌakirereŌ		rtf	1 KB
28/10/2015	Referral from ŌakirereŌ		rtf	1 KB
27/10/2015	General Chemistry		rtf	2 KB
22/10/2015	<no name>		rtf	1 KB
22/10/2015	Test		tiff	273 KB
22/10/2015	LargelmageOne		jpeg	1,322 KB
22/10/2015	melanoma-photo1		jpeg	77 KB

**Attach file from PMS** to look for older documents.

Select the documents you want to attach, and click **Attach**

Attach File

Name:

Date from: 15/06/2012 Date to: 15/06/2014 Search

**Attach** **Cancel**

<input type="checkbox"/>	Date	Name	Type
<input type="checkbox"/>	05/10/2012	Albumin (Serum)	rtf
<input type="checkbox"/>	05/10/2012	Hba1C	rtf
<input type="checkbox"/>	05/10/2012	Egfr	rtf
<input type="checkbox"/>	05/10/2012	Creatinine (Serum)	rtf
<input type="checkbox"/>	05/10/2012	Cbc Profile	rtf
<input checked="" type="checkbox"/>	13/07/2012	CMDHB-General Medici-EDSDoc-v1	pdf

**Attach file from Computer** – this uploads documents saved on your computer (from C drive, etc)

Click **Preview** to preview the referral.

This will show you what it looks like when it gets sent to the DHB system.

Click **Submit** to send the eReferral to the service in the DHB. When you submit, a 'sent and acknowledged' message should appear:

**Referral Sent and Acknowledged on 15/12/2014 at 09:12**

This means the message has been successfully received in the DHB systems.

## Parking an eReferral

**Park** the form and come back to it later if still awaiting information

eForms for MOUSE, Mr MICKEY (13876)

All Recent

Show Filter Reload Add Alter Delete Print CareConnect WINZ Form

Date	Form Name	Provider	POS	Status
03/11/2015	Auckland Regional eReferral Form (Audiology)	SE	POS	Submitted
03/11/2015	Auckland Regional eReferral Form (Audiology)	SE	POS	Parked

### Accessing Help

Help ▾

This will take you to Healthpoint referral guidelines for each service.

Referral Guidelines Alt+1

FAQs Alt+2

Feedback Alt+3

User Guide Alt+4

### Status messages

When an eReferral is received by the DHB, a referral clerk picks up the message and 'registers' it. You will receive a registered message back in your 'EDI Inbox'.

Some DHB services are now triaging electronically so for these services you will receive eTriage messages back such as 'Prioritised', 'Waitlisted', 'Declined' and 'Completed with Outcome'.