

**E-Referral / Referral Interim Solution  
Sending an Epic In-Basket Message to Specialties Providing Advice  
1/15/2021**

1. Log into Epic and navigate to your In Basket
2. Click the downward facing arrow in the New Msg icon and select the "Provider Advice Request (outpatient only)" Quick Action button



3. A message will be created with the following defaults:
  - a. Marked as High Priority
  - b. Subject Line will read "Advice Request"
  - c. Response due 3 days from today
4. Update the message with the following information:
  - a. "To:" field – enter the HPHMG Specialty Pool or HHP provider you would like to send the message to.  
*Tip: when searching for an HPHMG Specialty Pool, enter "p advice specialty" for an easier search.*
  - b. "Patient" field – enter the patient's MRN
  - c. In the body of the message, please provide a explanation of the situation and advice you are seeking
  - d. Click Send

\* Items highlighted in yellow below are automatically included in the In Basket message when using the Quick Action button. Items highlighted in red below must be updated prior to sending. Items

