

KAPI'OLANI PALI MOMI **STRAUB WILCOX**

Referrals and E-Referrals Cheat Sheet **Referring Providers and Departments**

New HPHMG Referral Orders

- **HPHMG** Neurology
- HPHMG Medical Oncology / Hematology
- HPHMG Pediatric Cardiology
- **HPHMG** Pediatric Neurology
- HPHMG Pediatric Gastroenterology
- HPHMG Pediatric • General Surgery
- **HPHMG** Pediatric Orthopedic Surgery
- **HPHMG Pediatric Sports** Medicine
- HPHMG Pediatric Urology

Required Fields

- To dept (see next page for department naming key) ٠
- Diagnosis

Urgent Referrals

Select Priority = Urgent, submit order and call department so they can expedite scheduling the patient

Advice Requests

Select Type = Advice Only

Comments

Type any additional detail related to the patient or referral in the Comments section

Messages from Consulting Providers

Consulting providers will document recommendations in an E-Referral Response Encounter that will be viewable in the Chart Review tab for the patient.

Consulting providers may send messages to referring providers with inquiries about the patient and/or to communicate their recommendations. These messages will appear in your In Basket in the Patient Calls folder. To view these messages:

- 1. Click the In Basket icon in Epic
- 2. Click the Patient Calls folder
- 3. Click the **Sort & Filter** icon
- 4. Select E-Referral Response to view messages for the referrals you've placed

There are 2 ways to reply to these messages:

- 1. Click the **Reply** button on the top right of the screen
 - a. Response will temporarily appear in the E-Referral Response Encounter for 1 yeay
- 2. Click the Encounter button on the top of the screen to update the E-Referral Response Encounter
 - a. Responses will be permanently saved in the medical record
 - b. Click E-Referral Conversation at the top of the screen
 - c. Click Create Note, type a message and click Accept
 - d. Scroll down to the Routing section, click Add Sender > Send and Close Workspace



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