FEBRUARY 14, 2025

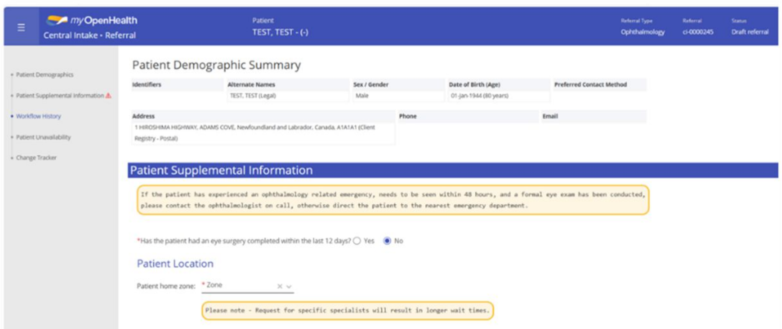
ENTER A REFERRAL FOR OPHTHALMOLOGY SERVICES

CENTRAL INTAKE

NL Health Services

NOTE: Only ophthalmology referrals for adult cases should be entered into Central Intake. *Emergency cases or those to be referred to the Janeway are NOT to be submitted using Central Intake.* Follow existing procedures or protocols for submitting these referrals.

1. Access Central Intake using **HEALTHe NL** or your **EMR**. *Refer to the user guide "Accessing the Central Intake Solution" for more information.*
2. Search for the patient you want to enter an ophthalmology referral. The **Central Intake – Referral** screen is displayed.



3. Begin to complete the Ophthalmology referral for the patient.
4. The Patient's Demographic information displayed in this section is populated from the client registry. You have the option to edit some of the patient's **demographic** information; fields with a blue + or a Pencil icon can be updated. However, this information added will only be applicable for this current referral (and is not saved back to the Client Registry).
5. Enter the **Patient Supplemental Information** section and answer the *"Has the patient had an eye surgery completed in the last 12 days?" – Yes or No*

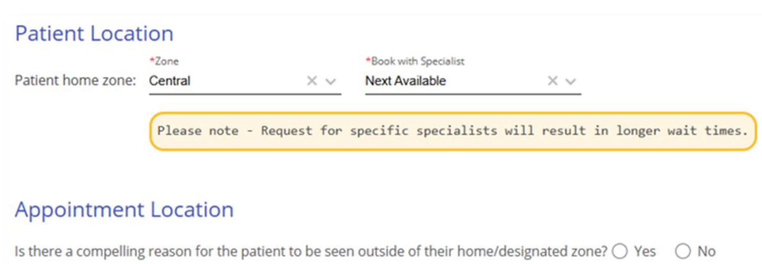
TIP

Depending on how you answer a question or complete a field may expand a section of the referral that requires additional information to be entered.

6. Follow the screen prompts to enter information for the referral.
7. **Patient Location** and **Appointment Location** identify the patient's health zone and the specialist where the referral will be submitted. If **Next Available** is selected from the dropdown list, the patient's referral will be prioritized with a specialist who has availability.

TIP

The * indicates that the field is required, i.e., you must enter information, select from a dropdown list, or answer the question.



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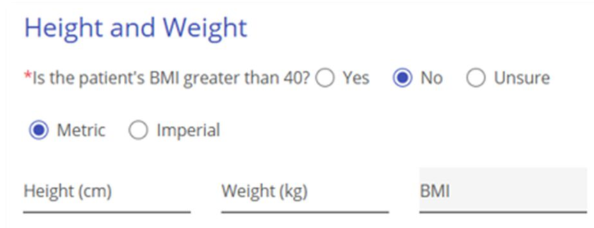
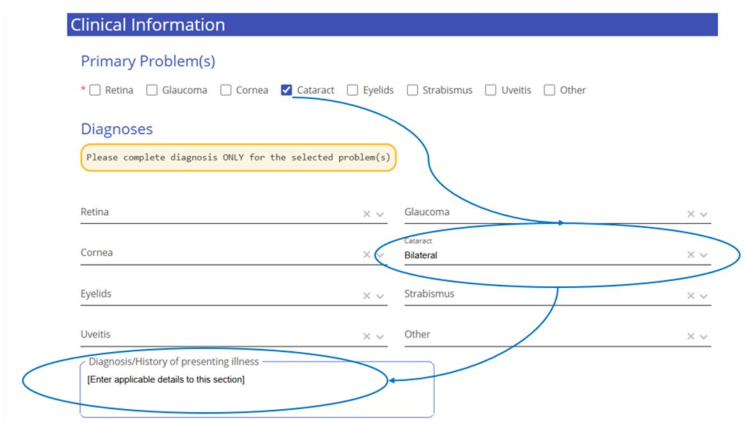
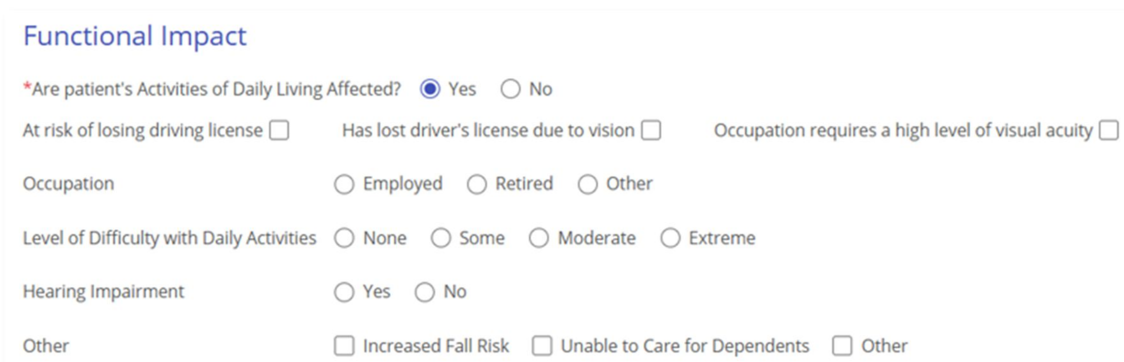
8. Identify if the patient's BMI is greater than 40 (required) and enter the patient's weight (optional).



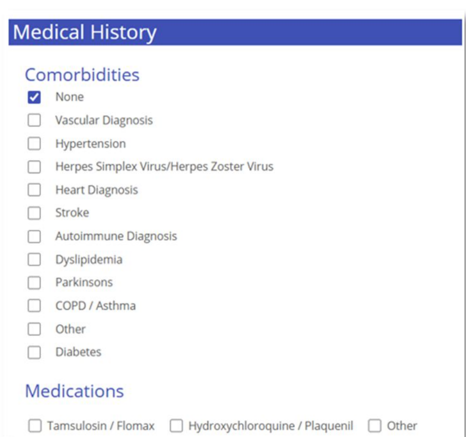
9. Complete the **Clinical Information** section – Identify the **Primary Problem(s)** and choose the option from the corresponding **Diagnoses** section dropdown list. Enter any additional details in the **Diagnosis/History of presenting illness** box.



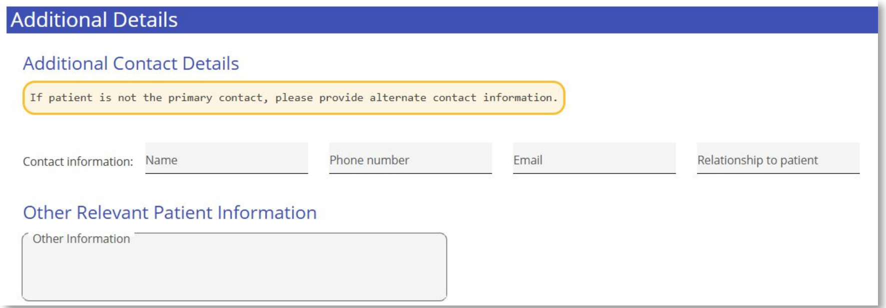
10. If you choose 'Yes' for the question *"Are patient's Activities of Daily Living Affected?"* question under **Functional Impact**, additional prompts are displayed to provide additional details for the referral.



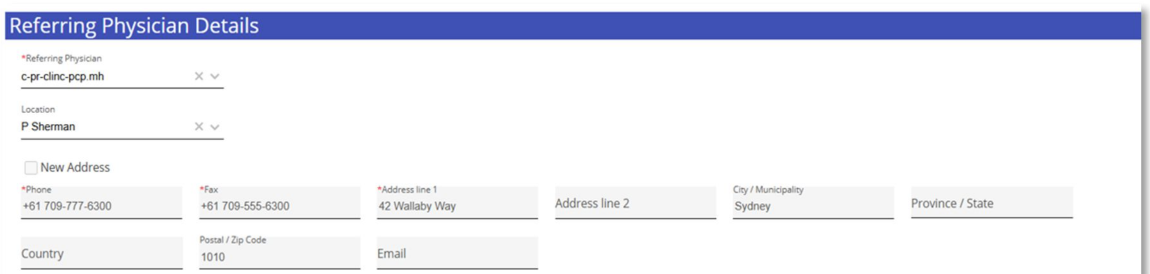
11. **[Optional]** Complete the **Comorbidities** and **Medications** sections for the **Medical History** section.



12. **[Optional]** Enter **Additional Patient Details** that may provide more information to the Central Intake team and the specialist assigned to the case.



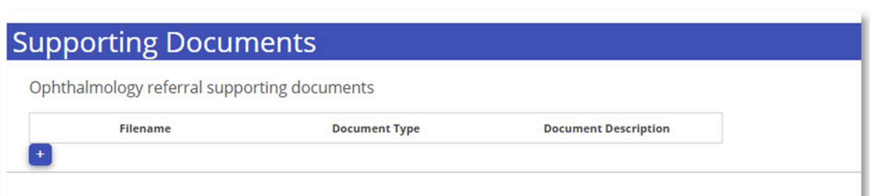
13. Verify your information as the referrer. You have the option to update your contact information by clicking on **New Address**.



TIP

If a new address is entered, it will be linked to this referral only. Referrals entered for other patients, will not display the new address for the referring physician.

14. **[Optional]** Upload any additional files in the **Supporting Documents** section.



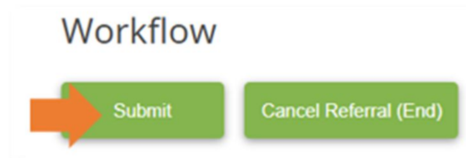
TIP

Verify the document you are uploading is the correct patient to match the referral. Currently, the document CANNOT be DELETED once uploaded. This functionality is planned for a future release.

15. Click **Save**. **Clicking save does not submit the referral for processing.** The referral is in **DRAFT** form while the details are being entered.

    a. **Close** will exit you from the referral without saving.
    b. The **PDF** button appears after you click Save. The PDF version of the referral allows you to save a copy of the referral to your computer or to print a copy of the referral.

16. Click **Submit**. This triggers the referral to enter the queue with Central Intake for the next stage of the referral process – triage and prioritization.



TIP

Referrals in a DRAFT stage can only be viewed by the Primary Care Provider (PCP) who started the referral. **PCPs must complete the draft referral and SUBMIT!**

Central Intake staff will not be auditing referrals in DRAFT. For the referral to be processed, the PCP is responsible for completing the DRAFT referral. Click SUBMIT to move the referral to the next stage!