

HEALTHe NL Quick Reference Guide

Getting into Central Intake

To submit a referral through Central Intake, search for the patient under **Patient Demographic Search**. This process will only work if the user has been approved for Central Intake access.

1. Enter HCN:
Enter the **Health Care Number** for the patient

2. Click Search Button: Click the blue **search** button to generate the patient's name

3. Click Patient Name:
Click the patient's name to enter the patient profile

4. Click Referrals Tab:
Once you enter the patient profile, you will see a series of tabs under the patient's name. Click on the **referrals** tab

5. Click Central Intake:
Click this icon to enter Central Intake. You will notice a new tab opens at the top of your screen

6. Destination:
A blue and white screen like this indicates that your Central Intake account is working

Patient Demographic Search Select a favorite search ▼

HCN: 1

HCN Type:

Name:

Date of Birth:

Sex/Gender:

Please enter **EITHER** HCN **OR** demographic search criteria. Searching by HCN will ignore demographic search criteria.

<input type="checkbox"/>	HCN	Name	Date of Birth (Age)	Sex/Gender	Address
<input type="checkbox"/>	879803505509 (MCP)	BAR, Chocolate N 3	1980-Dec-15 (44 years)	Female	2 ROCKY ROAD, ROCKY HARBOUR, NL, A3R 2G6, CAN

Results 1-1

BAR, Chocolate N DOB 1980-Dec-15 (44 years) SEX/GENDER Female MCP 879803505509 MCP EXPIRY 2001-Oct-17

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Central Intake

The Central Intake application opened in a new browser tab. HEALTHe NL remains opened in this tab.

- Create eOrder
- Create eConsult
- Create eTriage Assessment
-
- 5


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Patient
BAR, CHOCOLATE - 879803505509

BAR, CHOCOLATE

Learn How to Use Central Intake - To see the Central Intake training materials, [click here](#)

Please ensure that you access Central Intake through Edge, Firefox & Google Chrome.