

# 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 <span style="border: 1px solid orange; border-radius: 50%; padding: 2px 5px;">3</span>	1980-Dec-15 ( 44 years )	Female	2 ROCKY ROAD, ROCKY HARBOUR, NL, A3R 2G6, CAN

Add checked results to worklist ▼ Replace worklist with checked results ▼

Results 1-1

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

4

**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

myOpenHealth

6

Patient  
BAR, CHOCOLATE - 879803505509

BAR, CHOCOLATE

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

Please be advised that Central Intake is only accessible at Regional Health Authority hospital sites. Please ensure that you access Central Intake through Internet Explorer 11 & Google Chrome.