



### Referral Service filter

Apply a filter to the referral list to display; all referrals (default), my referrals (filters your Outbound referrals only), or a specific service.

### Referral list displays a list of referrals based on the applied referral service filter.

Click on the sort button next to the column heading to sort the column in ascending or descending order.

### Create a new referral button

Users who represent multiple services can select the most appropriate from a list when creating a referral.

Use the Referral queues pane to navigate and view referrals at various stages of the referral cycle.

**Search** Find specific referrals by referral ID, clients or services.

**Actions** options available will change depending on the referral status.

glenden woodworth | Sign out

Home Search Groups **Referral** Capacity Management

Create a new referral -

Inbound 4

Pending 3

Actioned 1

Other 0

Outbound 10

Sent 8

Accepted 0

Rejected 0

Expired 1

Withdrawn 1

Draft 3

Reports

Inbound All Referrals

Search for referral IDs, clients or services ...

Referral ID	Client	Sender	Recipient	Status	Expiry/Removal	Actions
<b>201506260003</b> <b>Urgent</b>	Broadcast SMS (2 Feb 1922, 93 y.o.)	glenden woodworth Home Care Surgical: Health Aids & Equipment	Catholic Homes, Bacchus Marsh: Independent Living Units	<b>New</b> 26 Jun 2015	Expires 24 Jul 2015	Copy Reject Accept
201506260004 <b>Public</b>	John Doe (22 May 1965, 50 y.o.)	John Doe	Home Care Surgical: Health Aids & Equipment	<b>New</b> 26 Jun 2015	Expires 24 Jul 2015	Reject Accept
201506120006	Broadcast compART Source (11 Jun 1998, 17 y.o.)	Stuart Compartment Biala Peer Support: Peer Support Service (HACC)	Care 4 Kids Hunter Valley Corner House Respite: Overnight Respite Care, Coastlink Respite Care: Coastlink Respite Care, Community Care Access Point (CCAP): Community Care Access Point (CCAP) Intake & Referral Line, Home Care Surgical: Health Aids & Equipment	<b>New</b> 12 Jun 2015	Expires 10 Jul 2015	Copy Reject Accept
201506050002	Broadcast compART Source (11 Jun 1998, 16 y.o.)	Stuart Compartment Biala Peer Support: Peer Support Service (HACC)	Care 4 Kids Hunter Valley Corner House Respite: Overnight Respite Care, Coastlink Respite Care: Coastlink Respite Care, Home Care Surgical: Health Aids & Equipment	<b>Rejected</b> 26 Jun 2015	<b>Destruction</b> 3 Jul 2015	Copy

**Public** Indicates if a referral has been requested by a member of the public.

**Urgent** Indicator will be displayed if a referral has been marked as urgent.

**Status** Indicates referral status and the date the referral status changed. New referrals that have not been viewed, text will be in **bold**.

**Expiry/Removal** Referral expiry date or removal date. Referrals will permanently be removed from the users referral list after the removal date.