


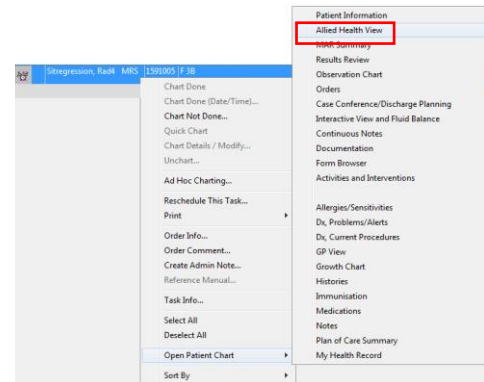


EMR Quick Reference Guide

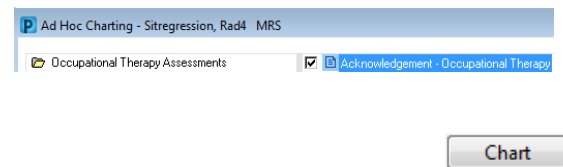
Referrals – Acknowledge Referral

1. Click on the  Multi-Patient Task List in the Navigation Tool Bar.

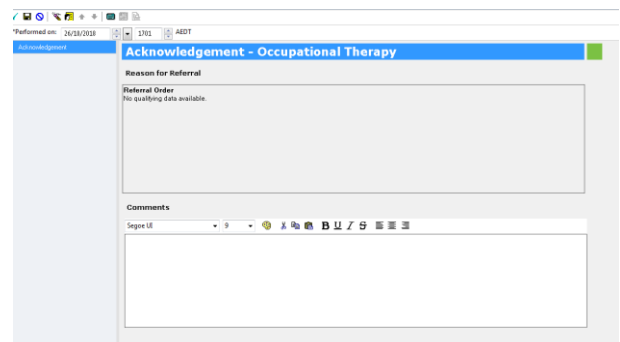
2. Right click on the referral and open the patient chart to the **Allied Health View** to review the patient chart.



3. If the patient needs to be seen but cannot be assessed at this time, Click on **Ad hoc** charting and select the **Acknowledgement** powerform for your discipline, then click on **Chart** in the bottom right corner.



4. Document your notes in the comments free text box on the acknowledgement form



5. Save the document by clicking on the **green tick** in the top left corner

