


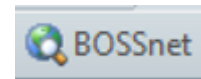
EMR Quick Reference Guide

Outpatient eReferral Request – Creating a request through the BOSSnet link in the EMR

Outpatient eReferral Requests are completed from within BOSSnet DMR. The form is available in the suit of electronic forms that can be found by the black star  icon. As of EMR Go Live, the form can no longer be accessed from within the BOSSnet discharge summary templates.

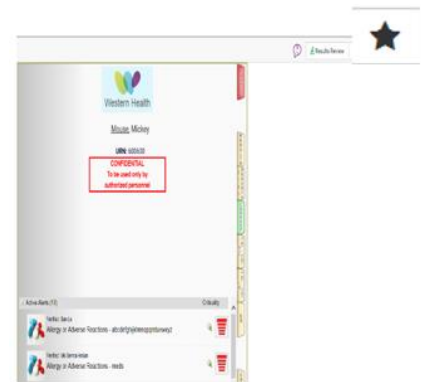
To create an outpatient e-referral request, follow the steps below:

1. Click on the **BOSSnet** link within the EMR grey banner bar



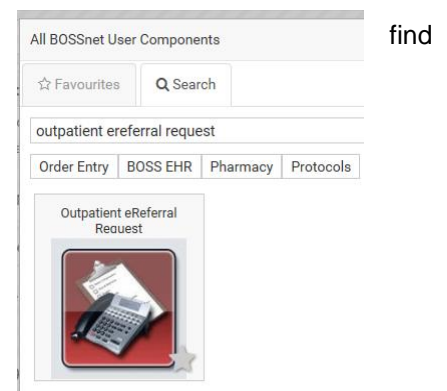
Tip: ensure that you are within the patient's PowerChart before you click on the BOSSnet link

2. Click on the black star icon

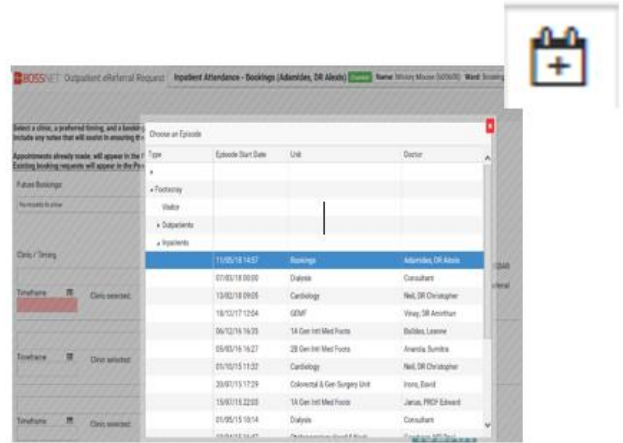


3. Click on the **Search** tab and type **Outpatient eReferral Request** and select form

Tip: by clicking on the star on this form, it will save into your favourites for future use



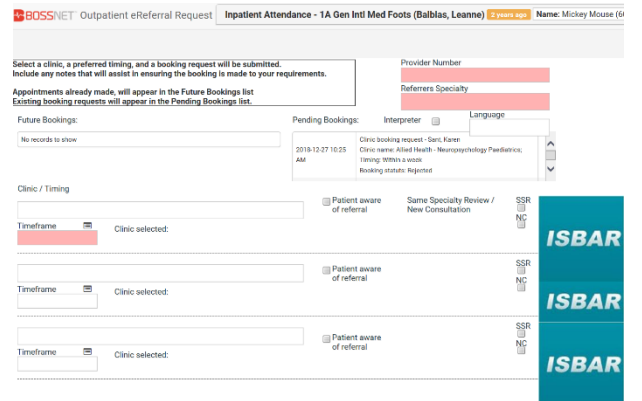
- Click on the calendar icon located on the top right corner and select on the episode that is the closest



- Complete the **Outpatient eReferral Request** as appropriate

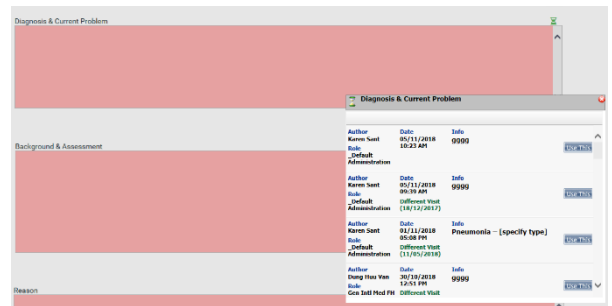
Tip: mandatory fields are in pink


- Click on the **ISBAR** icon to fill out the mandatory **ISBAR** fields



- Complete the **ISBAR** form

Tip: the hourglass icon provides historical information from previous Outpatient eReferral Requests which you can use in your current referral



- Click on  which will return you to the referral page

- Click  to finalise your request

Tip: you can monitor your Outpatient eReferral Requests through the Clinic Bookings Made List. Please refer to the QRG on Monitoring an Outpatient eReferral Request