

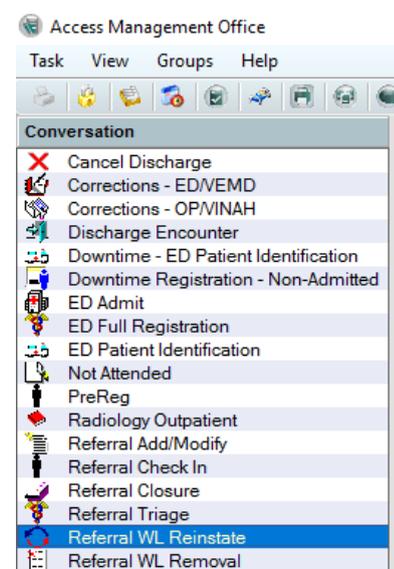
# Scheduling & Referrals - Reinstate Wait List / Referral



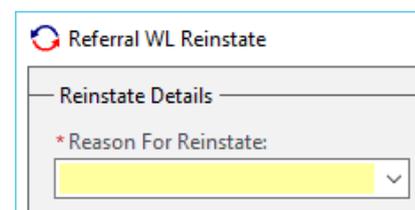
## This Quick Reference Guide will explain how to:

Reinstate a patient's Wait List / Referral

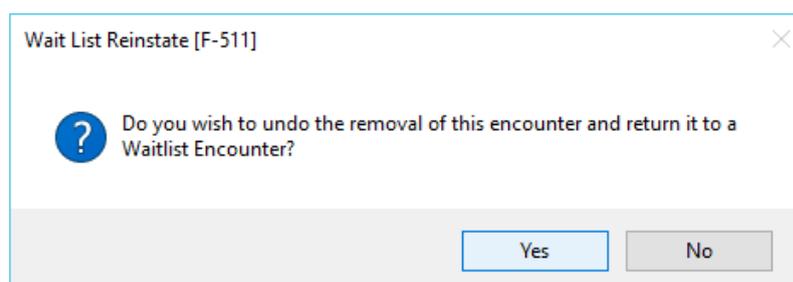
1. Open the **Referral WL Reinstate** conversation on **PMOffice**
  - Search for the patient
  - Select the encounter to be reinstated



2. The **Referral WL Reinstate** window will appear
  - Select the relevant option under **Reason For Reinstate**
  - Enter any comments under **New Waiting List Comment**



3. Select **Yes** to return it to a Waitlist Encounter



4. The referral closure data is now removed and the referral is available to be modified



### Handy Hint

If you are unable to reinstate the WL due to the episode being closed refer to the *Reopen Closed Referral* QRG