

# Receiving and Managing Ocean eReferrals

**Accuro**

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## Notice of Living Document

This document is intended as a resource for Ocean eReferral sending clinicians and the staff who support them.

Please use this as a guide and notify your Change Management Specialist if you have any questions or require support.

## Your Ocean Portal

In the Ocean Portal, you will find your eReferrals categorized into different inboxes. As a receiver of referrals, please ensure your '**Received**' tab is open, and you can collapse the '**Sent**' section if you do not send/rarely send eReferrals.

To save the settings once you have the folders displayed the way you would like, click the refresh button (C) in your browser.

<input type="text" value="Filter"/>	Search for referral by patient name, referring physician name, MRN, HCN, etc.
<b>General</b>	<b>GENERAL FOLDER GROUP:</b>
Needs Review	Referrals that have a message or action needing to be acknowledged
For Me	Referrals that have been assigned to you for your review <i>(not used by every Ocean site)</i>
Recently Viewed	List of your most recently reviewed referrals
<b>Received</b> ▲	<b>RECEIVED TAB – keep this tab open!</b>
New	All new received eReferrals that have not yet been Accepted or Declined
Pending Booking	Accepted eReferrals that do not yet have an appointment entered in Ocean
Booked Unconfirmed	Accepted eReferrals that include appointments that have not yet been confirmed
Booked Confirmed	Accepted eReferrals that include appointments that have been confirmed
Awaiting Reply	eReferrals that have been marked as awaiting reply ( <a href="#">see Ocean for more details</a> )
Received (All)	All eReferrals your site has received regardless of the current status
Completed	eReferrals that have been marked as 'Complete' following the appointment date
Forwarded (All)	eReferrals that you have forwarded to another site <i>(not used by every Ocean site)</i>
Declined	eReferrals that you have declined
Cancelled	eReferrals that have been cancelled by the referral source
<b>Sent</b> ▼	<b>SENT TAB</b> – you can collapse this folder if you do not send referrals/requisitions
<b>Deletion Warnings</b>	eReferrals that will be deleted from Ocean within 14 days <i>(eReferrals move to this folder 1 year after they are sent from/received in Ocean)</i>

Filters can be applied in the status folders in your Ocean site, giving the user the ability to focus their view on only referrals that are relevant to them. This is valuable for Ocean sites that have a large number of clinicians. For instructions on setting up your filters, please see Ocean's support article on "[Filtering Status Folders](#)".



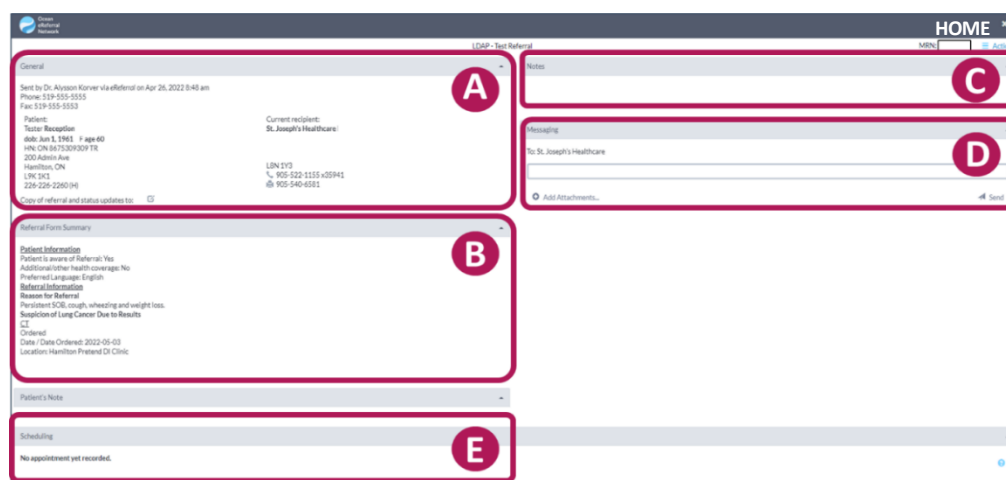
The 'Needs Review' folder and the 'Booked Unconfirmed' folder are important folders to monitor.

These folders contain items that require something to action and/or something that needs review. Please see the [Needs Review Folder](#) and the [Booked Unconfirmed Folder](#) sections of this document for more detailed information.

## Ocean eReferrals – A Closer Look

Below is an example of what a referral will look like.

- A. General section: Contains your sending site contact information, patient demographics, and the referral recipient's information.
- B. Referral Form Summary: Contains the information generated from the referral form you submitted.
- C. Notes section: Can be used for internal notes to help coordinate between staff members (i.e. left message for patient). **NOTE: Any user on your Ocean site and the recipient's Ocean site can see the notes in this section!** You can left-click on the "New Note" header and then select "Make Private for Site" to have the notes only viewable to your site, and not the referral-receiver. The font will be italicized once the note has been made private.
- D. Messaging section: Information exchange section to securely message between sending and receiving provider. This information can include text communication and/or attachments.
- E. Scheduling section: The patient's appointment date and other pertinent information will be entered by the receiving site/specialist in this section.



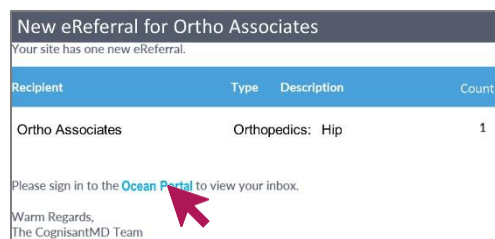
The screenshot displays the Ocean eReferral interface. It features a top navigation bar with a 'HOME' button. The main content area is divided into several sections, each labeled with a letter in a red circle:

- A. General section:** Contains sending site contact information (Phone: 519-555-5553, Fax: 519-555-5553), patient demographics (Patient: 10000000000000000000, Date of Birth: 1983-06-01, Age: 40, Gender: M, Race: C, Ethnicity: N, Preferred Language: English, Referral Information: Reason for Referral: Persistent SOB, cough, wheezing and weight loss, Suspicion of Lung Cancer Due to Results: C), and current recipient information (Current recipient: Dr. Joseph's Healthcare, LBN: 519, Phone: 519-555-5553, Fax: 519-555-5553).
- B. Referral Form Summary:** Contains a summary of the referral form, including Patient Information, Referral Information, and Reason for Referral.
- C. Notes section:** A section for internal notes to help coordinate between staff members.
- D. Messaging section:** A section for secure messaging between sending and receiving providers, including a 'To: Dr. Joseph's Healthcare' field and an 'Add Attachments...' button.
- E. Scheduling section:** A section for entering the patient's appointment date and other pertinent information.

Click the 'HOME' button to return to the eReferral home page, where you can view all your referrals.

## Receiving a New Referral in Ocean

1. The workflow of the user who manages the incoming eReferrals would typically begin with an email notification, which informs your site that a new referral has been sent. Click the **Ocean Portal** link in the email.

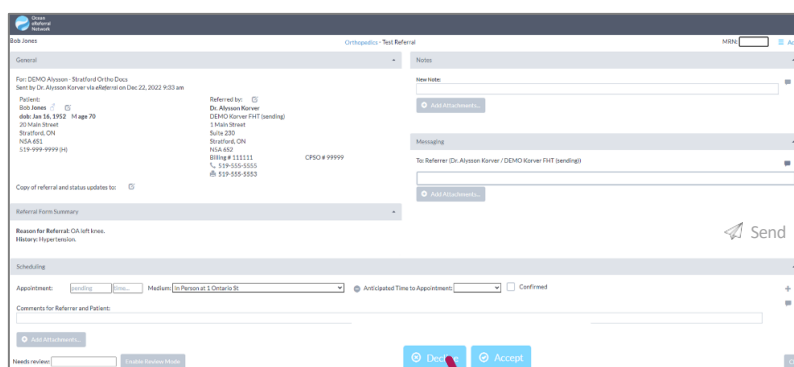


If your site does not use email notifications, you can routinely monitor the *New* folder. Click anywhere on the line of your selected referral to open it.



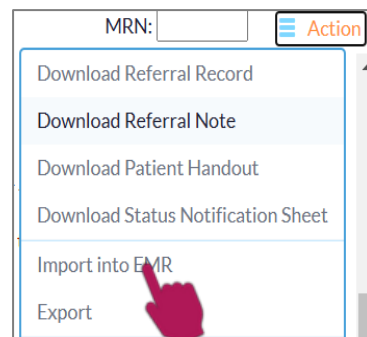
2. If you would like to assign a new eReferral to another user on your Ocean site for review (e.g. for triaging), please see [Ocean's support page](#) for instructions.
3. If you triage the referrals yourself, review the referral to see if it is appropriate for your organization.

- a. If the referral is not appropriate for your practice, click the **Decline** button at the bottom of the referral. Enter the reason for declining the referral when prompted to do so. The referring clinician will be notified, and this referral will move to the *Declined* folder in your Ocean Portal.



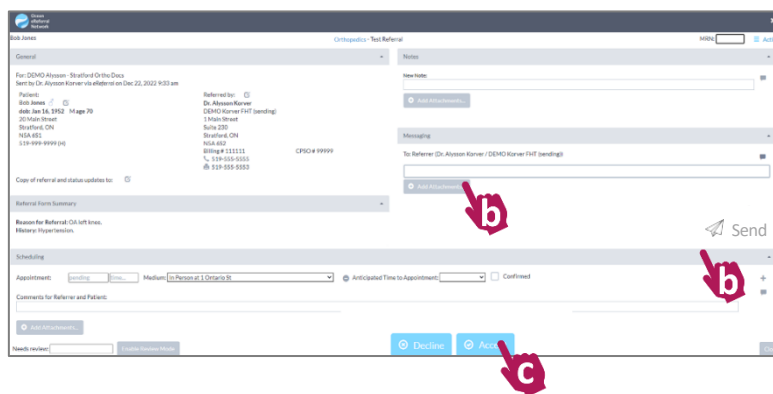
If you wish to add the referral to your EMR for documentation purposes after declining it:

- locate the referral in the *Declined* folder, or from your *Recently Viewed* folder
- open the referral and then open the Action menu in the top right corner
- select **Import to EMR** and Ocean will automatically create a patient chart and upload a copy of the referral.



- b. If you require more information before accepting, you can type your request to the referring clinician in the Messaging section of the referral, and then click **Send**.**

If you have email notifications enabled, you will be notified via email when they have added a response. You can also monitor the [Needs Review](#) folder for their response.



- c. If the referral is appropriate but you will be putting the patient on a waitlist, you can communicate this wait time to the referring clinician and to the patient (if the patient email address is in the demographic section). Select the amount of time you anticipate until the appointment from the **Anticipated Wait Time to Appointment** dropdown.**

You may wish to include a note in the Comments field for the referring clinician and the patient.

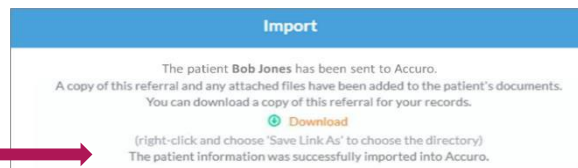
Once complete, click the **Save & Close** button. This referral will move to the *Pending Booking* folder until you are ready to make an appointment for the patient.

- d. If the referral is appropriate and you are ready to accept the referral, click the **Accept** button.**

The Import box will then be displayed. Once you see the confirmation on the last line that the patient information was successfully imported into Accuro, one of two things has happened:

- i) Ocean has automatically created a new chart if the health card number was not found in your EMR

OR



- ii) If a chart with a matching health card number was found, Ocean has updated that chart if required (i.e. new phone number)

4. When you navigate back to the patient's chart in Accuro, you will see that along with the new/updated patient chart, Ocean has also automatically imported the referral note and any attachments that were included into the Virtual Chart.

**NOTE:** If the referring physician's information is not in your address book, you will have to enter this manually.

5. After Accepting the referral, the referral will automatically move to the *Pending Booking* status folder in Ocean until you add an appointment date and time to the eReferral.

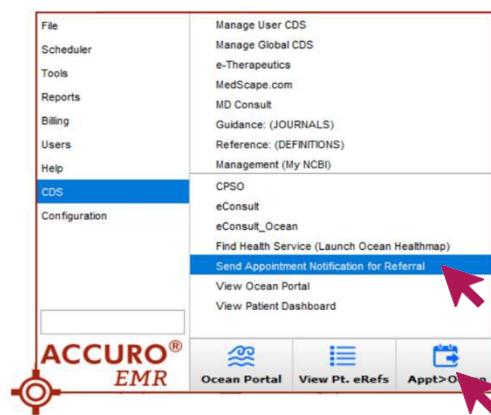
Received	
New	2
Pending Booking	1
Booked Unconfirmed	0
Booked Confirmed	0

## Booking an Appointment

(NOTE: As mentioned above in Step 2c of the Receiving a New Referral section, if you are not scheduling an appointment immediately, you can communicate a wait time to the patient and the referring clinician).

1. Book the appointment in your schedule as usual.

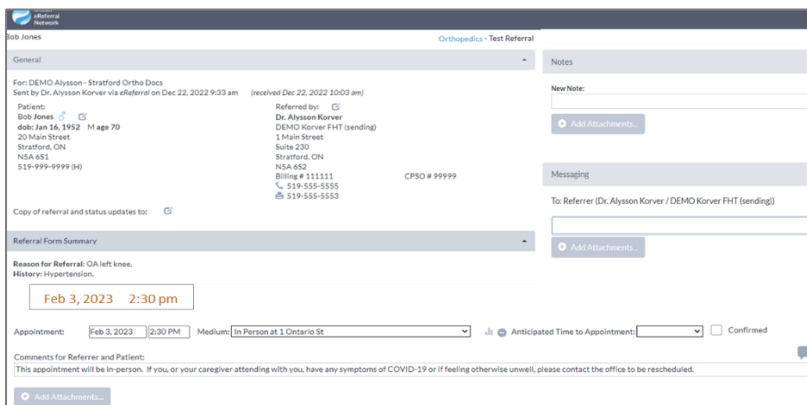
With the patient appointment still highlighted, select the Appt > Ocean Quick Action button (or select Send Appointment Notification link from the Global CDS menu).



This will open the Ocean Patient Dashboard. Select the relevant referral to which you would like to add the appointment.

<b>Active Referrals</b> <b>Received</b> <b>Date Sent</b> <b>Source</b> <b>Site</b> <b>Provider</b> <b>Protocol</b>				
Dec 22, 2022 9:33 am	Dr. Alysson Korver	DEMO Korver FHT (sending)	DEMO Alysson - Stratford Ortho Docs	

2. At the bottom left of the referral in the Scheduling section, you will see the appointment date and time that you scheduled in your EMR in **orange** font. Click on this date and the appointment information will transfer into the appropriate fields.



3. Complete the Scheduling section by checking that the medium is correct (in- person, virtual, etc.).

Enter any comments or instructions that you wish to include. You can add canned responses if you have not already done so for messaging that you would send frequently. For instructions on entering Canned Responses, visit [Ocean's support page](#).



If you are calling the patient at this time with their appointment information, select the **Confirmed** checkbox (on far right of Scheduling section). This logs in Ocean that the patient is aware of the appointment. Users on your Ocean site can see this, as can the referral source.

4. Click **Save & Close**. This referral will move to either the Booked Unconfirmed or Booked Confirmed folder in your Ocean Portal - depending on whether you confirmed with the patient or not.

## Completing eReferrals in Ocean:

Once the scheduled date for the appointment has passed, it is important for eReferrals to be marked as **Completed**. There are two ways that a referral can be marked as Completed to finish off the eReferral process in your Ocean Portal:

### 1. Manually Marking as Complete:

The **Completed** button appears along the bottom of an eReferral after the appointment date has passed. Click this button to move these referrals to the *Completed* folder of your Ocean Portal.



### 2. Automatic Completion:

Your site can be configured to automatically close referrals after a set number of days from the appointment. If this has not been set up for your site, and you would like to do so, please refer to [Ocean's support page](#).

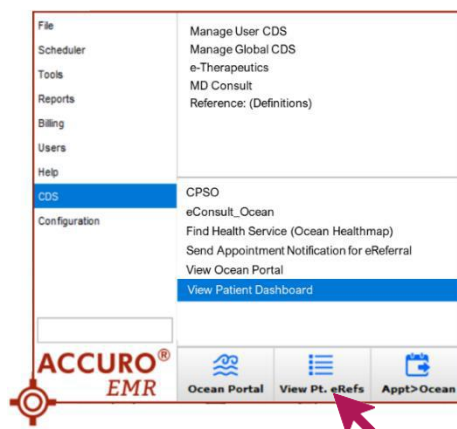
When a referral has been marked complete (either manually or automatically, as above) an updated, completed copy of the eReferral will be automatically uploaded into the Accuro patient chart. This will include all messaging, scheduling information, etc.

## Searching for an eReferral

There are different ways to search for an eReferral, or group of eReferrals, in Ocean.

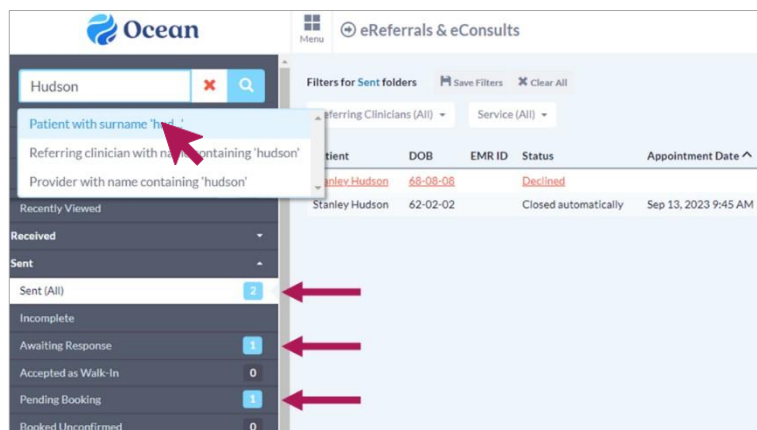
If the eReferral has been imported into your EMR, you can easily view the eReferral right from the patient's chart by selecting the **View Pt. eRefs** Quick Action button, or by selecting the **View Patient Dashboard** link from the Global CDS menu. (Note that you may have titled your Quick Action button 'Pt. Dashboard' or something else).

Select the patient's received eReferral from the Patient Dashboard view to open it.



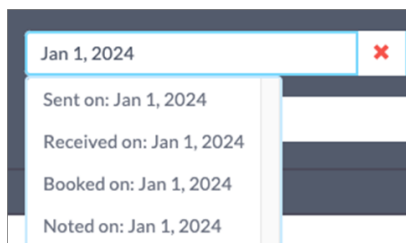
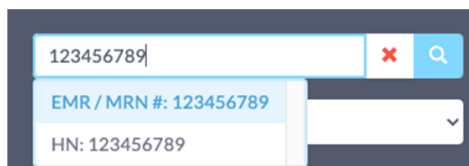
You can also search within your Ocean site itself. Upon entering your search criteria in the upper left corner, the grey status folder(s) containing the referral(s) that meet your search criteria will display a blue number to help you locate what you are searching for.

In the example to the right, when searching by the last name 'Hudson', blue number flags are only displayed in the folders that contain eReferrals for a patient with the matching last name of 'Hudson'.




There are several other ways you can search from this one search bar:

- **Patient with Surname**, as in the example above, filters to include only referrals with the matching surname.
- **Referring Clinician with Name Containing** filters to include only referrals sent by that specific clinician.
- **Provider with Name Containing** filters to include only referrals sent to the Directory Listing(s) with the matching name.
- **EMR/MRN** filters to include only referrals for patients with the matching EMR ID/MRN value.
- **HN** filters to include only referrals for the patient with the matching health card number.
- **Sent On** filters to include only referrals that were sent on the chosen day.
- **Received On** filters to include only referrals that were received on the chosen day.
- **Booked On** filters to include only referrals that have appointment information added to the referral on the chosen day.

Examples of search options when searching by date or a number

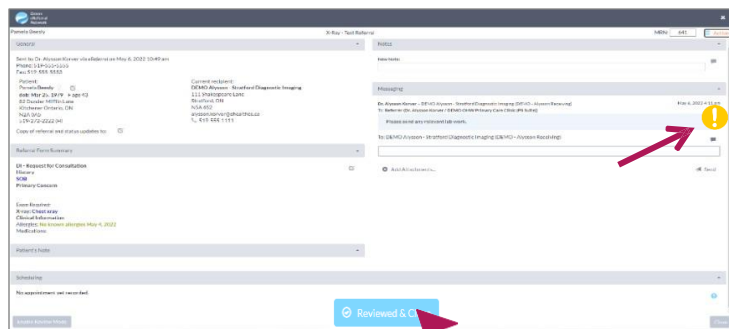
## Needs Review Folder

Any referrals in the 'Needs Review' folder inbox have a message that needs to be acknowledged. Similar to the diagram below, you will see icon  in the Message column flagging this. (Note: If you entered an email address in Ocean to receive email notifications, you will also receive an email letting you know you have something to review).



Patient	MRN	DOB	Description	Date Sent	Source	Site	Provider	Message
Bob Jones	65-10-10		Minor Surgical Procedures	Sep 12, 2023 12:22 pm	Dr. Carol Brady	Brady FHT	DEMO Alysson - Mitchell Otolaryngologist	
Inbound Test Referral	00-12-12		Minor Surgical Procedures	Aug 9, 2023 11:18 am	Dr. A. Sender-Korver	Inbound Clinic	DEMO Alysson - Mitchell Otolaryngologist	

Open the referral and you will see an  icon in the section that needs your attention.

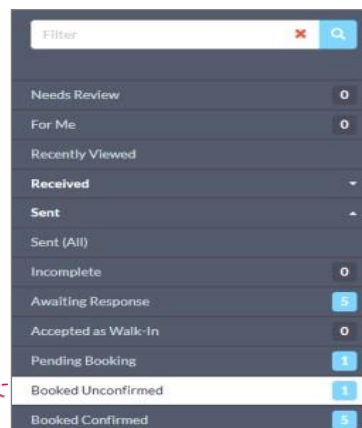


Please ensure you click '**Reviewed & Close**' once you have reviewed the referral. It will then move to the appropriate folder according to its status and can continue to be managed from there.

## Booked Unconfirmed Folder

In the '**Booked Unconfirmed**' folder, you will find referrals that you have made appointments for, but it has not yet been logged in Ocean as being confirmed with the patient.

If the patient has consented to receive email notifications from Ocean, they will receive an email with their appointment date, time and any instructions that you included in the Scheduling section of the eReferral. In this email notification, they are encouraged to click a **Confirmation** button. If they do this, the referral will move to *the Booked Confirmed* folder, and there will be no further actions required by you in Ocean.



Folder	Count
Needs Review	0
For Me	0
Recently Viewed	
Received	
Sent	
Sent (All)	
Incomplete	0
Awaiting Response	5
Accepted as Walk-In	0
Pending Booking	1
Booked Unconfirmed	1
Booked Confirmed	5

If you contact a patient with their appointment details, please ensure that you check off the **Confirmed** box in the Scheduling pane of the eReferral. This will log in the eReferral that the appointment has been confirmed, and the referral-sender will be able to see that the appointment was confirmed as well.

Scheduling

Appointment:

Jan 16, 2025

9:15 AM

Medium:

In Person at 21 Huron Road

Anticipated Wait Time to Appointment:

Confirmed

Comments for Referrer and Patient:

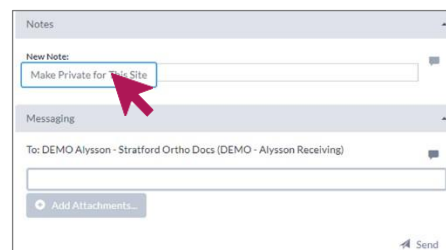


## Notes Section:

The Notes area within an eReferral can be used for general internal documentation regarding the referral.

It is **important to note** that any user on your Ocean site **and** the sending clinic's Ocean site can see the notes in this section unless you make it private.

To make the note visible for only your site, click on the *New Note* header, and then click ***Make Private for this Site***. The 'New Note' header will italicize, as will your note, indicating that this note can only be seen by users of your Ocean site.









## Action Menu:







You will note an 'Action' menu in the top right corner of your eReferrals. This menu contains additional options. Please refer to the ['What do the different Action Menu items mean?'](#) page on Ocean's website for more information.

## eReferral Icon Legend

### Icons from your Ocean Portal Main Page:

-  - there is a message associated with the eReferral
-  - view the patient's previous eReferrals
-  - there is an attachment with the eReferral
-  - a copy of the eReferral has been exported from Ocean
-  - this patient has notes that are ready to be downloaded
-  - the eReferral has been electronically forwarded to another site

### Icons Within the eReferral

-  - edit details
-  - highlights the area of the eReferral that needs review
-  - the area of the eReferral previously requiring review, has been reviewed
-  - opens a list of canned notes or protocol forms to add to the eReferral
-  - delete an attachment, or previously-entered appointment information when selecting in the Scheduling Pane
-  - the eReferral will be included in wait time calculations