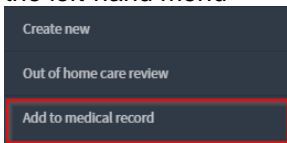




Smart Referrals Workflow Solution

Upload to Medical Record

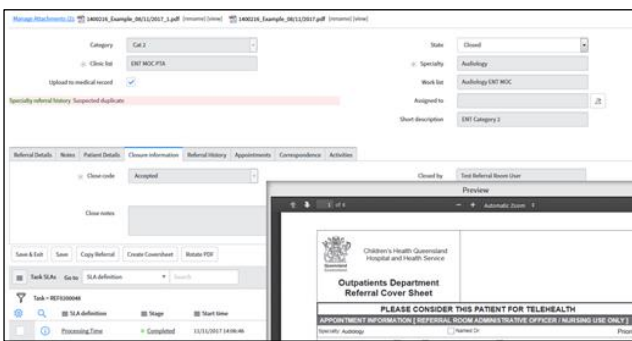
1. Navigate to the **Add to Medical Record** screen from the left-hand menu



2. Select a referral in the queue by clicking on the **Referral ID**. Older referrals will display at the top of the list.

Referral ID	State	Specialty / Service Delivery Unit	Clinic list	Patient URN
REF121748	Awaiting Categorisation	Dermatology_OCH	(empty)	(empty)
REF1218239	Awaiting Categorisation	Genetics_OCH	(empty)	(empty)
REF1221398	Awaiting Categorisation	Physiotherapy_OCH	(empty)	(empty)

3. A referral with a cover sheet will display in the viewing panel. All fields *except State, Upload to Medical record and Upload Complete* will be locked.



Upload to medical record
 Upload complete

Specialty, patient details and the ieMR ID (FIN) number will be visible.

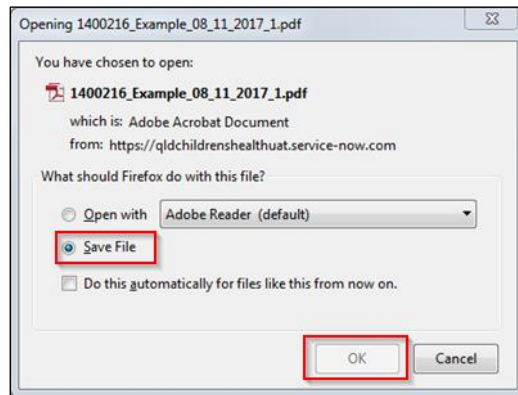
Specialty:

URN:
 DOB:
 Calculated age:
 Gender:
 Given names:
 Surname:
 FIN:

4. Download the referral to your local drive.
 5. Click the file name at the top of the screen.
-
6. Save the file to your computer by selecting **Save File** and click **OK**.

Note: A completed referral on Smart Referrals Workflow Solution (SRWS) will have *at least* two PDF files in the attachments section.

The first will be the original referral, the second will be the referral with the attached coversheet. Select the second attachment (with the coversheet) as the referral to be selected and uploaded in to ieMR.



The referral can now be uploaded into ieMR.

How to get help

For support contact the Health Informatics team by email at CHQ_DigitalFuture@health.qld.gov.au or by calling 3068 1999 (select option 1).

Application and technical support can also be accessed through the IT Support Centre 1800 198 175



