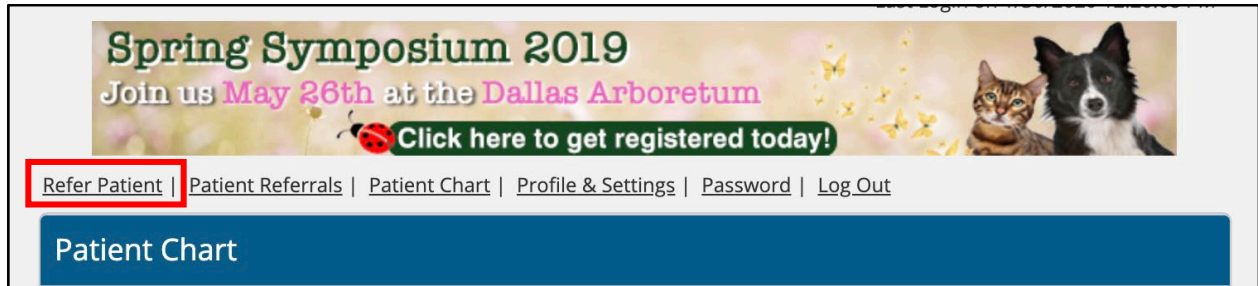


eReferral Instructions

To securely submit a referral through the portal, click the **Refer Patient** tab above the Patient Chart to the far left. See below for a breakdown of each page within the referral submission.



Referral Details

Describes what specialty service this referral needs and general reason for the referral. The **Additional Comments** section at the bottom is intended for you to include any notes you'd like to pass along to DCVR regarding the referral that may not be found in the submission.

Fields marked with a **red asterisk** are the fields that are required in order to submit the referral.

If you don't have enough time to complete a referral submission in its entirety, click the **Finish Later** button at the bottom of the submission. You will be able to access this referral from the **Patient Referrals** tab (for more information on Patient Referrals, see below).

A screenshot of the 'Refer Patient' form. At the top is a dark blue header with the text 'Refer Patient'. Below the header is a progress bar with five steps: 1. Referral Details, 2. Referring Veterinarian, 3. Client, 4. Patient, and 5. Review & Complete. Step 1 is highlighted. The form is divided into two columns. The left column contains: 'Specialty Service for Referral *' (a dropdown menu with 'Cardiology' selected, highlighted with a red box), 'Request Specific Doctor' (a text input field), 'Reason for Referral/Primary Complaint' (a text input field with 'Arrhythmia and labored breathing'), 'Expectation for this case' (a dropdown menu with 'Consult, Diagnostic Testing and Treatment'), and 'Additional Comments | Pertinent History | Vaccine History | Tentative Diagnosis (8000 characters maximum)' (a text area with 'Patient is very aggressive around males', highlighted with a red box). The right column contains: 'Urgent Referral' (a radio button labeled 'No'), and 'Appointment Schedule Preference' (a dropdown menu with 'Referring veterinarian will call us'). At the bottom of the form are three buttons: 'Cancel', 'Finish Later' (highlighted with a red box), and 'Next'.

Referring Veterinarian

Describes the information of the Referring Veterinarian. If your **Profile and Settings** tab is completely filled out, most of the fields on the submission will be auto-filled with your contact information besides the **Veterinarian's Name** and **Submitted By** fields.

Refer Patient

1

2

3

4

5

Referral
Details

Referring
Veterinarian

Client

Patient

Review &
Complete

Referring Veterinarian Information

Hospital Name *	Phone Number
<input type="text" value="Small Animal Care"/>	<input type="text" value="918-555-1212"/>
Veterinarian's Name *	Fax Number
<input type="text" value="Dr. Doe"/>	<input type="text" value="918-555-2121"/>
Submitted By	E-mail Address
<input type="text"/>	<input type="text" value="vseh@rvetlink.com, vsehDVM@rvetl"/>

Client and Patient

These two tabs are the bulk of the referral submission and describe both client and patient details. Both these tabs also contain the new **Auto-fill Feature** which you can opt in for if you have one of three eligible practice management software including:

- Cornerstone
- Avimark
- Impromed

The Auto-fill Feature will allow you to search for the patient/client you are referring by accessing your hospital's patient records. Once you select the patient of interest, any client or patient information available in your records will be directly pulled over into the **Client** and **Patient** tabs, auto-filling up to 80% of the entire eReferral submission!

If you think you might be interested in signing up for the Auto-fill Feature, [click here](#) to view the detailed release notes reviewing the feature and how to register.

Refer Patient

1

2

3

4

5

Referral
Details

Referring
Veterinarian

Client

Patient

Review &
Complete

Client Information

Q Client/Patient Search

First Name *

Lisa

Alternate First Name

Last Name *

Lornac

Alternate Last Name

Address

1 City Center

Primary Phone

Home Mobile Work

Address 2

Home Phone

1234567890

City

Portland

Mobile Phone *

2075552349

State

Maine

Work Phone

0987654321

Zip/Postcode

04101

E-mail Address

l.lornac@gmail.com

Previous

Cancel

Finish Later

Next

Patient Files

At the bottom of the **Patient** tab, you will have the option to directly attach patient files to the eReferral submission.

Patient Information

Name *

Scarlet

Breed *

Retriever, Golden

Color / Description

Yellow

Rabies Vaccine Current

No

Rabies Vaccine Type

- Select One -

Rabies Vaccine Expiration

Species *

Canine

Sex *

Female Spayed

DOB or Age *

1/6/2015

Weight

68.4 lbs

Infectious

No

Fractious

No

Q Client/Patient Search

Patient Files

Medical Records *

Will be faxed

Lab Results *

Will be attached

Diagnostic Images *

Will be attached

+ Add File

Name	
Lab Results.png	<div>View</div> <div>Delete</div>
Radiograph.jpg	<div>View</div> <div>Delete</div>

Previous

Cancel

Finish Later

Next

Click the drop-down option under the **Medical Records**, **Lab Results**, and **Diagnostic Images** options to select the method in which you intend to deliver the medical documentation. **At this time, we are able to accept referral records via email, fax, or through the rVetLink portal, as we must have records for review prior to scheduled appointments to make best use of**

the client's consultation time. Emergency clients may be permitted to hand carry records. To add a file, click the **Add File** document. You have the option to **View** or **Delete** the file after it has been uploaded.

Patient Files

Medical Records * Lab Results * Diagnostic Images *

Will be faxed Will be attached Will be attached

+ Add File

Name

Lab Results.png Radiograph.jpg

Will be attached
- Required -
Pending, will be sent soon
Will be attached
Will be faxed
Will be emailed
Client will bring
None being sent

View Delete View Delete

Previous Cancel Finish Later Next

Type in a description of the document you intend to upload then click **Select File** to access your computer's files. Click the file you wish to upload and click **Open**. The file should appear in the box directly below the **Select File** button. Click **Clear** if you wish to upload a different file or **Upload** if you are satisfied with the file you selected. Repeat process for as many files as you'd like.

Upload File

Description Medical History 1/1/16 - 1/1/19

New File

Select File

Auto-fill Release Notes .pdf
334.87 KB

Clear

✓ Upload Cancel

Review & Complete


The last page of the eReferral submission asks you to review the information you inputted to confirm accuracy. After reviewing and if you are ready to submit your eReferral to DCVR, click the **Submit** button at the bottom of the page.


Patient Referrals

To access saved or previously submitted eReferrals, click the **Patient Referrals** tab above the Patient Chart, second to the left.

Spring Symposium 2019

Join us May 26th at the Dallas Arboretum

 Click here to get registered today!



[Refer Patient](#)

[Patient Referrals](#)

[Patient Chart](#)

[Profile & Settings](#)

[Password](#)

[Log Out](#)



Patient Chart

This is a “virtual filing cabinet” of all referrals made through the portal (will not display referrals made outside of the portal). Referrals will automatically be sorted by relevance with the most recent referrals appearing at the top.

[illegible]

Submitted Referrals

You will have the option to **View** or **Update** the referral.

Status	Proc...	
Submitted	No	 


To view the eReferral, click the **paper icon** located on the far right. A separate tab will appear with a PDF copy of the submitted referral. If you scroll down to the bottom, you can click on the embedded links to view the medical documents that were attached to the referral (if applicable).

Additional Comments	
Pertinent History	
Vaccine History	
Medical Records	None being sent
Lab Results	None being sent
Diagnostic Images	None being sent
Uploaded Files:	
Referral Summary - Puppy 1.pdf	

To update the eReferral, click the **pencil icon** to the right of the paper icon. You will be brought back to the referral submission where you can update or edit information accordingly. Click **Submit** at the bottom of the eReferral submission when you are finished.

Non-submitted Referrals

For non-submitted eReferrals, you have the option to edit or delete the referral.

Statu...	Proc...	
Not Yet Submitted	No	 

To edit the eReferral, click the pencil icon located on the far right and complete the same steps as you would to update an eReferral (see above). To delete the eReferral, click the trashcan icon located to the right of the pencil icon.

Data Management

If you'd like to filter the data, simply click the **filter icon** to the right of the category of interest. A dialog box will appear asking you to select how you'd like the information to be filtered. You can show items with value that:

- Contains...
- Starts with...
- Is equal to...
- Is not equal to...

Click **Filter** once done for the information to filter according to the preferences selected. Click the filter icon again and click **Clear** if you'd like to remove the filter.

Review, Update, and Add New Referral(s)							
Search Referred To, Referred From, Specialty Service, Client, or Patient							
Status Date	Referred To	Referred From	Refer...	Specialty Service	Client	Patient	
11/22/2016 2:08 PM	VSEH						
11/25/2016 4:22 PM	VSEH		FRAH	Emergency	Hgdfgh Ghghg	Sdfasdf	
11/25/2016 4:25 PM	VSEH		FRAH	Emergency	Trggbvs Asdfasdf	3rewqwreq	

If you'd like to sort the referrals by ascending or descending order, click directly to the right of the category of interest. A **small white arrow** will appear pointing **upwards** indicating that the data is now sorted in **ascending** order. If you'd like to sort it in **descending** order, click the arrow again for it to point **downwards**. If you'd like to remove the sort, click the arrow for a third time.

Status Date	Referred To

You can choose to export this data to excel for easier data manipulation/review by clicking the **Export to Excel** option at the top right-hand side.

Show Processed	No	<input checked="" type="checkbox"/> Export Last 30 Days
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