

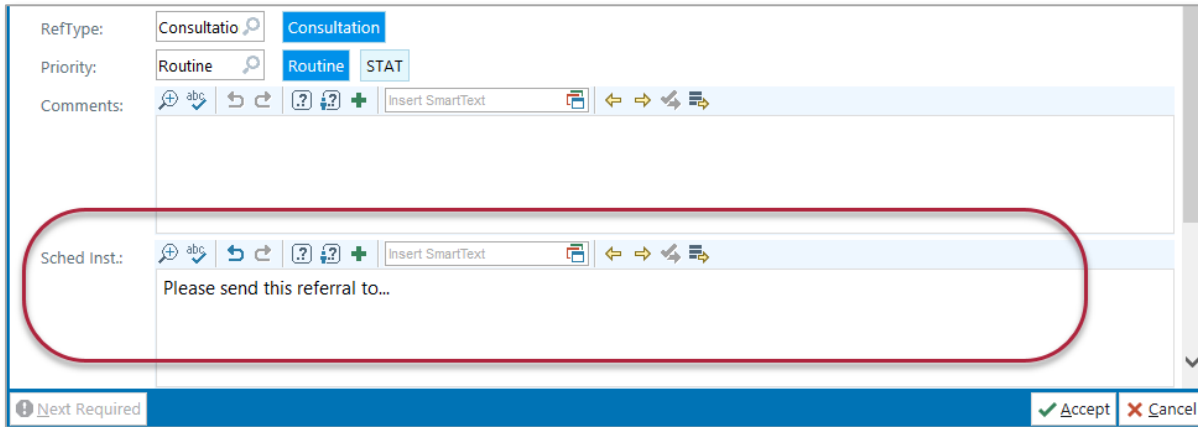
HEALTH INFORMATICS

Optimal Workflow for Ordering Referrals

Enter all referrals as internal.



Even if the referral is going to an outside provider, we need to have the class as “Internal”. This makes sure the referral will go to the resource center and insurance can be verified, information can be gathered, etc. prior to the referral going to the receiving office.



If you have a specific request for where you want the referral to go (internal or external), type that information under **Scheduling Instructions**. If you are referring to another SAMP clinic or provider, feel free to type that into location or provider; if you cannot find what you need or it is an external clinic/provider, use scheduling instructions to communicate the desired location.