
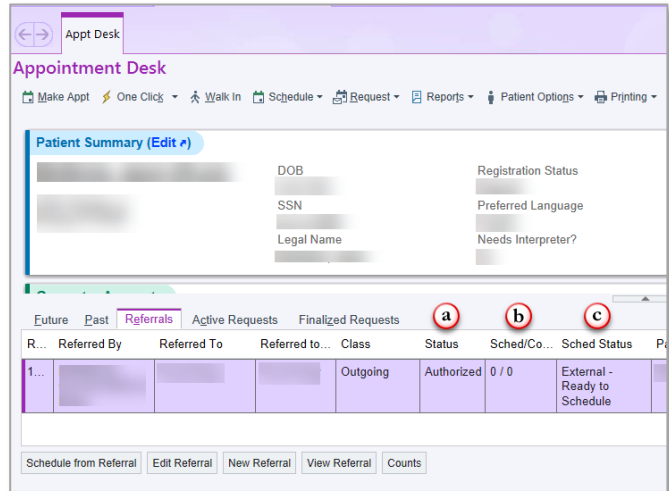


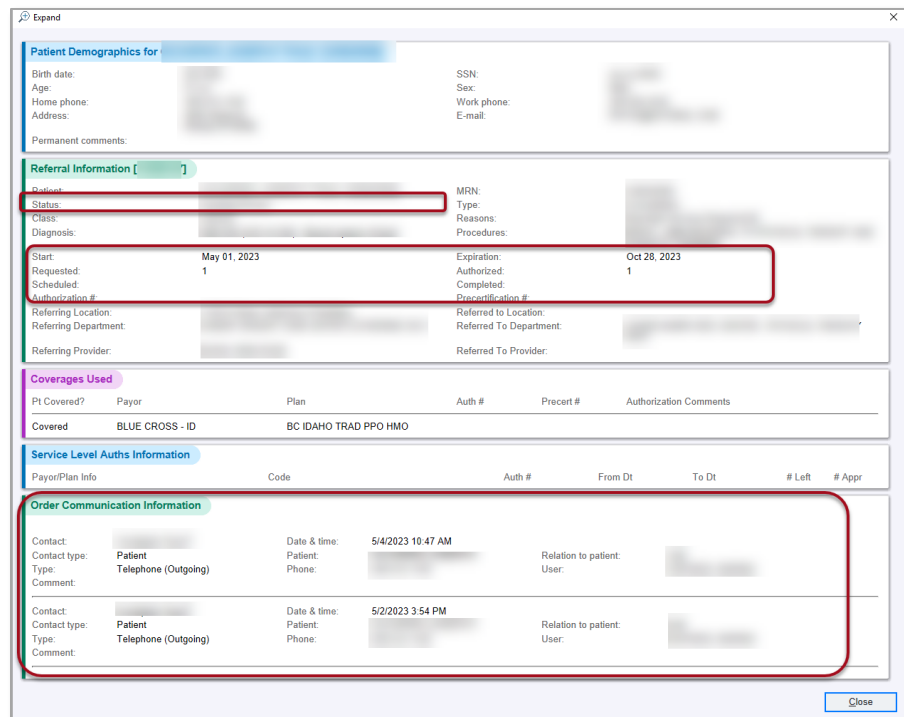
HEALTH INFORMATICS

There are times when users need to check on the authorization or scheduling status of a referral placed in Epic. To review a referral's status, follow the steps below:

1. Access the patient's Appointment Desk, click 
2. Select the patient
3. Open the **Referrals** tab
4. Review the Referral information in the columns:
 - a. **Status** displays the current authorization status
 - b. **Sched/Complete** displays the number of scheduled appointments first and the number of completed appointments second
 - c. **Sched Status** displays the current scheduling status



5. Double-click on the row
 - ➔ **Summary Report Opens** displaying the **Referral Information, Coverages, Service Level Auths, and Communication** Information



Notes:

- If the referral is for Imaging or something that needs to be scheduled, follow the same process on the **Active Requests** tab on the **Appt Desk**
- Not all information available is visible on the Summary Report. To view everything related to the referral, click on the **View Referral** button, and open the **Referral Summary**

View Referral

