

## eReferral Summary for Sending Sites – Quick Guide

THIS GUIDE GIVES OCEAN USERS THE STEPS TO SEND AND MANAGE OCEAN EREFERRALS. PRIOR TO SENDING REFERRALS, YOUR SITE IS REQUIRED TO SIGN THE HEALTH USER PARTICIPATION AGREEMENT.

### Step 1: Initiate Your Ocean eReferral

- You can access the [eReferral network](#) from your EMR (for Oscar Pro, Med Access, and Accuro users) or directly from the [Healthmap](#) to initiate your referral.

### Step 2: Select an eReferral Site

- Search for the [service offering](#) on the [Healthmap](#).
- You can also save your frequently referred to clinics to your list of favorites to easily find these clinics.
- Select the health service you would like to refer to, and then select **Send eReferral**.

### Step 3: Send Your eReferral

- Review and complete the eReferral form then [send your eReferral](#).

### Step 4: View & Track Your eReferral

- You can view and track the [status](#) of your referral from within your EMR and/or the [eReferrals dashboard](#).
- You can [receive email notifications](#) when the status of your referral has changed (e.g. when an appointment is scheduled).

### Step 5: Manage your eReferrals

- The eReferrals dashboard view allows you to see all your eReferrals in one place, clearly organized into folders according to their current status.

### Step 6: Managing eReferrals that are Declined

- If your referral is declined you will receive [an email notification](#) and can be managed from the **Needs Review** and **Declined** status folders on the [eReferral dashboard](#)
- If the referral was declined due to missing information (see the [Messaging](#) section within the eReferral for the reason), it can be resubmitted using **Resubmit** option in the [Action menu](#).