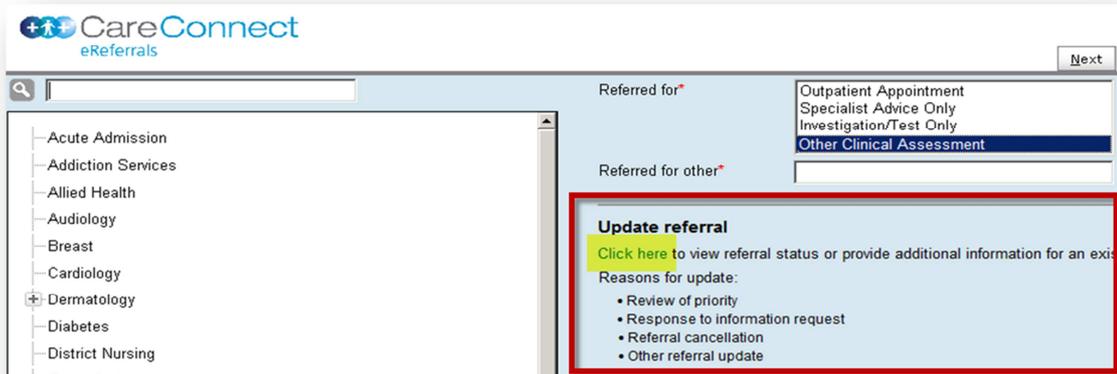


## How to add an Addendum to an existing eReferral

Open CareConnect eReferrals in the usual way

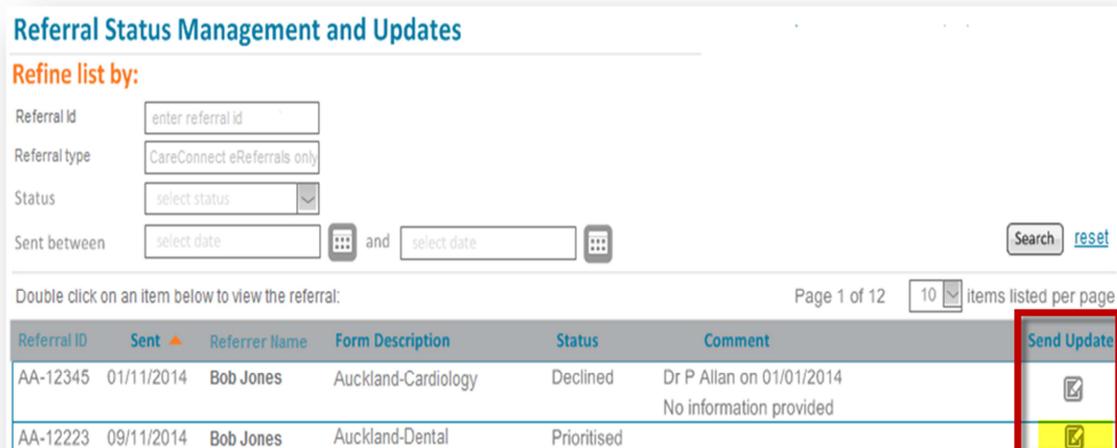
Select **Click Here** from the **Update referral** section highlighted below



The system will display a list of ALL eReferrals for that patient.

You can refine your search at this point if required using ID/Type/Status/Date

Select your eReferral.



(Double-click to view the existing submitted information)

Click on the **Send Update** Icon  to attach new information

**Mickey Mouse - Additional Information** Submit Preview Park Help ▾

<p><b>Clinical Information</b> </p> <p>Other</p>	<p>Reason for Update</p> <div style="border: 1px solid black; padding: 2px;"> Review of Priority  Response to Information Request  Referral Cancellation  <b>Other</b> </div>
<p><b>Attachments / Reports</b></p> <p>No reports selected No files attached</p>	<p>Other reason*</p> <input type="text"/>
<p>Additional Information*  <input type="button" value="Browse for Consultation Notes"/></p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

Choose your **Reason for Update**

Proceed to add other clinical information and attach Notes/Reports as per the usual process

Click **Submit**

## Viewing Addendum

When viewing the eReferral from your PMS, it will now display the Update & any Acknowledgement dates, and the additional information.

**Referral Update Sent and Acknowledged on 09/11/2014 at 23:19**

**Additional Referral Information**

Reason for update:      Response to Information Request

**Additional Information**

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

**Referrer**

Referral number:      AR-205120:01

Referred by:          Sam Entwistle