

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

	Referred for* Outpatient Appointment Specialist Advice Only			
Acute Admission	Investigation/Test Only Other Clinical Assessment			
Addiction Services	Referred for other*			
Allied Health				
Audiology	Lindate referral			
Breast	Click here to view referral status or provide additional information	or an ex		
Cardiology	Reasons for update:	or arr or		
Dermatology	Review of priority			
Diabetes	Response to information request	to information request		
	Referral cancellation			

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

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

Select your eReferral.

Referral	Status M	lanagement	· · · · ·			
Refine lis	t by:					
Referral Id	enter re	eferral id				
Referral type	CareCo	nnect eReferrals only				
Status	select	status 🗸 🗸				
Sent betwee	n select	date	and select date			Search reset
Double click	on an item bel	ow to view the refer	ral:		Page 1 of 12	10 🖌 items listed per page
Referral ID	Sent 🔺	Referrer Name	Form Description	Status	Comment	Send Update
AA-12345	01/11/2014	Bob Jones	Auckland-Cardiology	Declined	Dr P Allan on 01/01/2014	R
					No information provided	
ΔΔ-12223	09/11/2014	Roh Jones	Auckland-Dental	Prioritised		

(Double-click to view the existing submitted information)

Click on the Send Update Icon 🖾 to attach new information

	Mickey Mouse - Addition	al Information	<u>S</u> ubmit	Pre <u>v</u> iew	<u>P</u> ark	<u>H</u> elp▼
Clinical Information 💼 Other	Reason for Update	Review of Priority Response to Information Request Referral Cancellation Other				
Attachments / <u>R</u> eports No reports selected No files attached	Other reason*					
	Additional Information* 📝	Browse for Consultation Notes				

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. The quick brown fox jumps over the lazy dog.							
Referrer							
Referral number:	AR-205120:01						
Referred by:	erred hv: Sam Entwistle						