



SeNT eReferrals

This Quick Reference Guide provides an overview of the key information to assist you with launching, navigating and completing a SeNT Referral


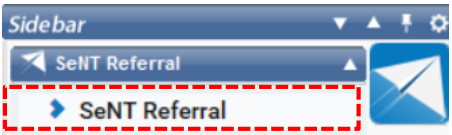
Launch SeNT eReferrals

1. Open your clinical software (eg: Best Practice or Medical Director)
2. Open the patient's file for which you want to create an eReferral



A patient file must be open prior to launching SeNT eReferrals






3. Click the SeNT  icon available in the toolbar of your clinical software

<p>Best Practice</p>	
<p>Medical Director</p>	

Complete the SeNT Referral Template

Alfred Health Guidelines are built into the templates and guide you through the referral information required according to the specialty that the patient is being referred to.

Some fields within the Referral are pre-populated with information pulled directly from your practice's clinical software.

Icon/button	Description
	<p>A default field selection that can be changed if the default selection doesn't suit</p>
	<p>A mandatory field that must be completed before the Referral is submitted. You will not be able to submit the Referral until all mandatory fields are completed</p>
	<p>A field that is populated with information directly from the patient file in your practice's clinical software. You cannot edit these fields directly in the referral. If details need updating, (eg allergies) minimise the referral window, update AND save the relevant details in the patient file. Return to the referral template window and click the  button at the bottom of the Referral.</p>
	<p>Click the Missing Fields button at the bottom of the Referral to see which mandatory fields have not been completed. Click a red link in the Missing Required Fields box to relocate the cursor the relevant empty field</p> <div data-bbox="1054 1675 1422 1910" style="border: 1px solid black; padding: 5px;"> <p>Missing required fields</p> <ul style="list-style-type: none"> Provider is missing Specialist's name is missing Reason for referral is missing Consent is missing Past medical history is missing </div>



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When searching for the specialty in the Provider field enter a broad keyword eg: 'Ortho'

- Once all mandatory fields are completed, click the **Submit** button.
- You will have an opportunity to preview and your Referral if required prior to final submission.

Frequently Asked Questions

The Referral is taking too long to submit, what should I do?

- Check that any attached files do not exceed 5MB in total.
- Avoid selecting large numbers of progress notes and investigations. Where possible include just the most recent/relevant.

Can I use SeNT to refer my patients to Alfred Health's Emergency department?

- No. Patients need to be sent to the Emergency Department with a paper referral. SeNT referrals can only be submitted for specialist outpatient appointments only.

Can I use SeNT to refer a patient to Women's at Sandringham?

- The Women's at Sandringham Hospital is not a part of the Alfred Health Service. A separate referral process is required.

Frequently Asked Questions cont...

I have submitted the referral. What is the communication process from Alfred Health?

Upon receipt of the referral, Alfred Health will send an electronic acknowledgement to confirm that the referral has been received and sent for clinical triage. This acknowledgement will be received into your practice's clinical software correspondence in section. A copy of the original referral is available to view within the correspondence out section of the patient's file within your practice's clinical software.