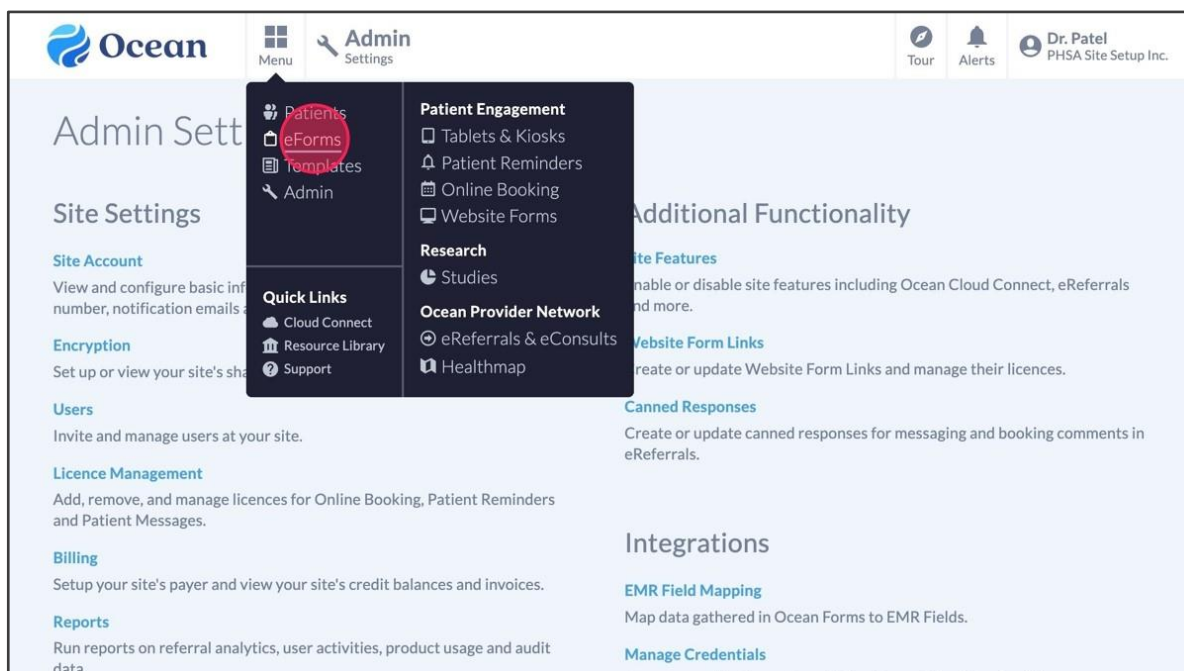


Import a referral form to your Ocean site

This guide walks you through how to import a referral form to your Ocean site from the shared eForms library.

Step 1: Access the eForms library

1. Log in to your Ocean account.
2. Click the **Menu** in the top left corner and select **eForms**.



Step 2: Browse shared referral forms

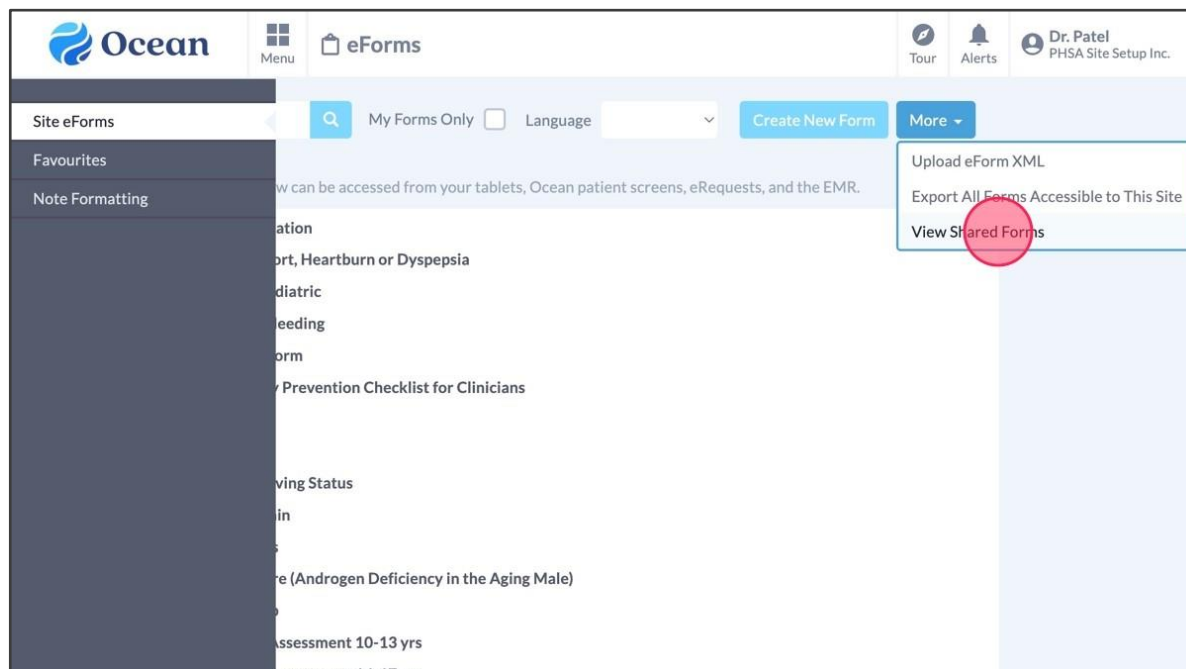
1. On the eForms page, click the **More** button.

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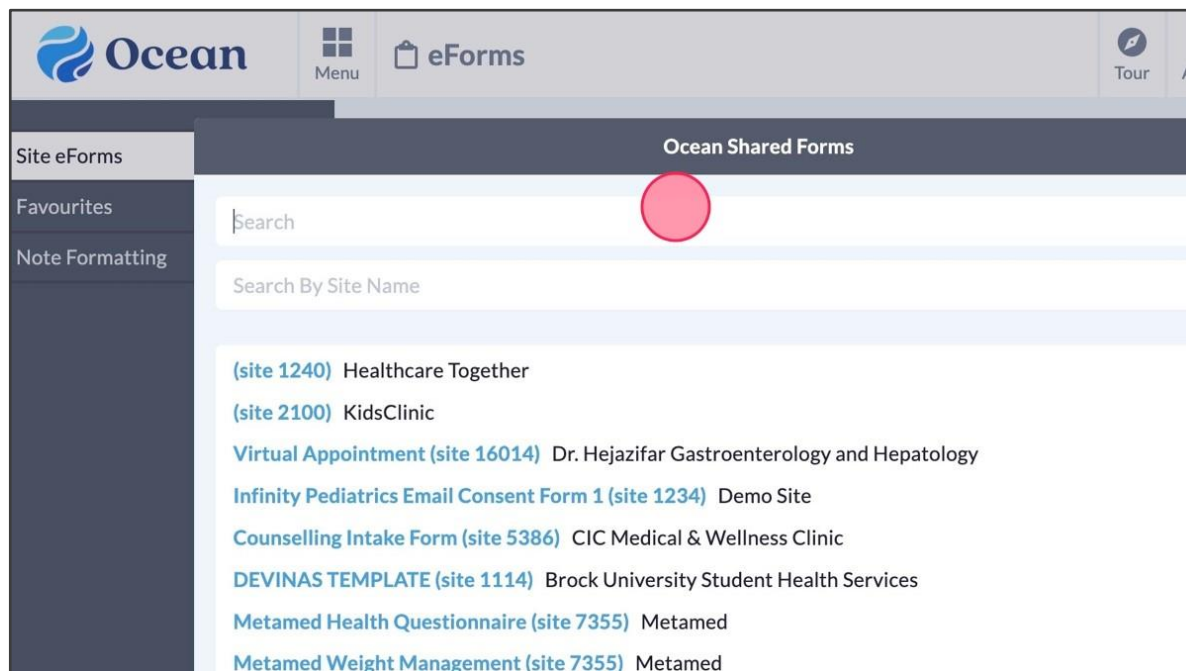
The screenshot displays the Ocean eForms web application. The top navigation bar includes the Ocean logo, a Menu icon, an eForms icon, and user information for Dr. Patel at PHSA Site Setup Inc. with links for Tour and Alerts. A left sidebar contains links for Site eForms, Favourites, and Note Formatting. The main content area features a search bar, a 'My Forms Only' checkbox, a language dropdown, a 'Create New Form' button, and a 'More' button. Below this, a message states: 'The eForms listed below can be accessed from your tablets, Ocean patient screens, eRequests, and the EMR.' A list of forms follows, including AAA Screening Invitation, Abdominal Discomfort, Heartburn or Dyspepsia, Abdominal Pain - Pediatric, Abnormal Vaginal Bleeding, Accutane Consent Form, Accutane Pregnancy Prevention Checklist for Clinicians, ACE-IQ, Acne, Activities of Daily Living Status, Acute Abdominal Pain, Acute Monoarthritis, ADAM Questionnaire (Androgen Deficiency in the Aging Male), Adolescent Checkup, and Adolescent Health Assessment 10-13 yrs.

2. Select **View Shared Forms**.



Step 3: Find your specialty's referral form

1. In the search bar, type your specialty if it has a dedicated form.
2. If unsure, [check this link \(LINK HERE\)](#) to confirm if your specialty has a referral form
3. If no specialty-specific form exists, search for the **PHSA standard referral form**.



The screenshot shows the 'Ocean' eForms application interface. The top navigation bar includes the 'Ocean' logo, a 'Menu' icon, an 'eForms' icon, and a 'Tour' link. The main content area is titled 'Ocean Shared Forms'. On the left, there is a sidebar with options: 'Site eForms', 'Favourites', and 'Note Formatting'. The main area contains a search bar with the placeholder text 'Search', a red circle highlighting the search input field, and a section titled 'Search By Site Name'. Below this, a list of forms is displayed, each with a site ID in parentheses and the form name:

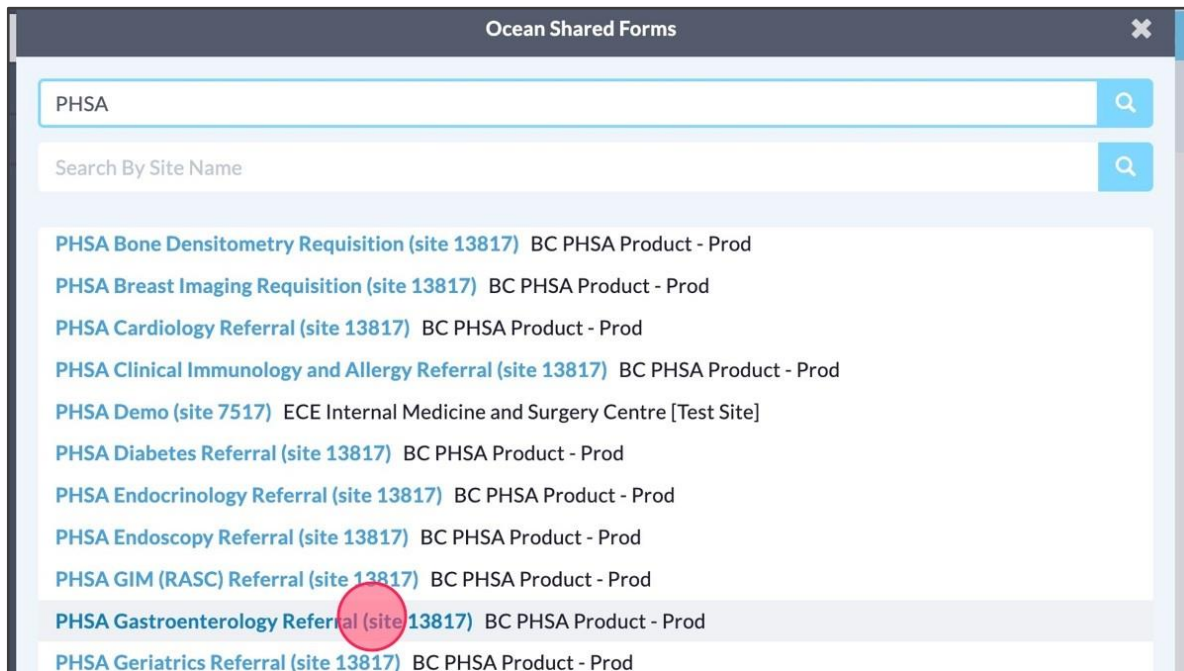
- (site 1240) Healthcare Together
- (site 2100) KidsClinic
- Virtual Appointment (site 16014) Dr. Hejazifar Gastroenterology and Hepatology
- Infinity Pediatrics Email Consent Form 1 (site 1234) Demo Site
- Counselling Intake Form (site 5386) CIC Medical & Wellness Clinic
- DEVINAS TEMPLATE (site 1114) Brock University Student Health Services
- Metamed Health Questionnaire (site 7355) Metamed
- Metamed Weight Management (site 7355) Metamed

Step 4: Import the referral form

1. Click the form you want to import.

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The screenshot shows a web application window titled "Ocean Shared Forms". It features a search bar with the text "PHSA" entered. Below the search bar is a list of search results, each consisting of a form name, a site ID in parentheses, and a product name. The results are as follows:

Form Name	Site ID	Product
PHSA Bone Densitometry Requisition	(site 13817)	BC PHSA Product - Prod
PHSA Breast Imaging Requisition	(site 13817)	BC PHSA Product - Prod
PHSA Cardiology Referral	(site 13817)	BC PHSA Product - Prod
PHSA Clinical Immunology and Allergy Referral	(site 13817)	BC PHSA Product - Prod
PHSA Demo	(site 7517)	ECE Internal Medicine and Surgery Centre [Test Site]
PHSA Diabetes Referral	(site 13817)	BC PHSA Product - Prod
PHSA Endocrinology Referral	(site 13817)	BC PHSA Product - Prod
PHSA Endoscopy Referral	(site 13817)	BC PHSA Product - Prod
PHSA GIM (RASC) Referral	(site 13817)	BC PHSA Product - Prod
PHSA Gastroenterology Referral	(site 13817)	BC PHSA Product - Prod
PHSA Geriatrics Referral	(site 13817)	BC PHSA Product - Prod

A red circle highlights the site ID "(site 13817)" in the "PHSA Gastroenterology Referral" row.

2. Click **Import**, then click **Proceed**.

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PHSA Demo (site 7517)	ECE Internal Medicine and Surgery Centre [Test Site]
PHSA Diabetes Referral (site 13817)	BC PHSA Product - Prod
PHSA Endocrinology Referral (site 13817)	BC PHSA Product - Prod
PHSA Endoscopy Referral (site 13817)	BC PHSA Product - Prod
PHSA GIM (RASC) Referral (site 13817)	BC PHSA Product - Prod
PHSA Gastroenterology Referral (site 13817)	BC PHSA Product - Prod
 Preview	 Import
PHSA Geriatrics Referral (site 13817)	BC PHSA Product - Prod
PHSA Gynecology Referral (site 13817)	BC PHSA Product - Prod
PHSA Joint Homunculus (site 13817)	BC PHSA Product - Prod
PHSA MOH Requisition for Home Sleep Apnea Test (HSAT) (site 13817)	BC PHSA Product - Prod
PHSA MOH Requisition for Home Sleep Apnea Test (HSAT) (site 14130)	PHSA DRO TEST Non-Integrated Site
PHSA MOH Requisition for Home Sleep Apnea Test (HSAT) (site 14775)	BC PHSA DRO Oscar Pro
PHSA Mind Space Referral (site 13817)	BC PHSA Product - Prod

3. Click **OK** to complete the import.

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FHI Centralized Mental Health & Addictions eReferral Form [FINAL AUG 2020] (site 5413) HNHB Forms Development Site

FHT Centralized Mental Health & Addictions eReferral Form [V1] 1 (site 6034) Joseph Brant Hospital - Adolescent Mental Health Services

Central Intake eReferral Form [FINAL MAR 2023] (site 6624) TC Forms Development Site

eratoconus and Co (site 6622) (site 6624) TC Forms Development Site

Central Intake eReferral Form [FINAL MAR 2023] (site 6624) TC Forms Development Site

General Surgery Central Intake eReferral Form [FINAL MAR 2023] (site 6626) CE Forms Development Site

e Health Colposcopy Central Intake eReferral Form [FINAL MAR 2023] (site 8443) Scarborough Health Network (SHN) FIT+ copy Clinic FIT+ Colonoscopy Clinic

e Health FIT Central Intake eReferral Form - V1 (site 11440) Scarborough Health Network (SHN) FIT+ copy Clinic FIT+ Colonoscopy Clinic

e Health FIT Central Intake eReferral Form [FINAL MARCH 2023] (site 6626) CE Forms Development Site

e Health FIT Central Intake eReferral Form [FINAL MARCH 2023] (site 8443) Scarborough Health Network (SHN) FIT+ copy Clinic FIT+ Colonoscopy Clinic

Message

The eForm was imported successfully. You may now proceed to edit your local copy of the form.

OK