Provincial Digital Health and Information Services
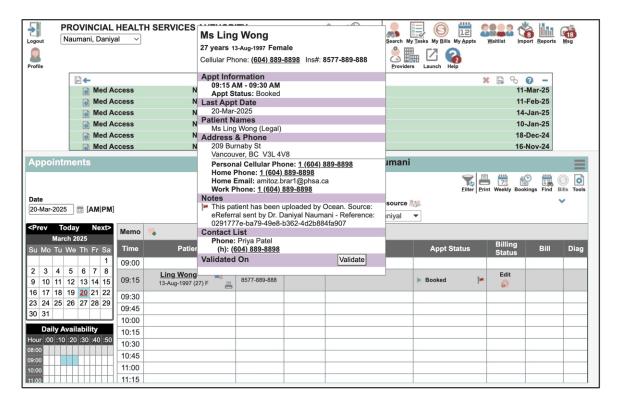Partnering with the BC health sector, providers and citizens

Add an appointment to an eReferral in Med Access

This guide walks you through the steps to add an appointment to an existing Ocean eReferral using the Med Access EMR.

Step 1: Schedule the patient's appointment

1. Schedule the appointment in Med Access as you normally would for the patient whose eReferral you need to update.
2. Open the patient's EMR chart.

Step 2: Access EMR extensions

1. In the chart, select the **Launch** icon located at the top right of the screen.
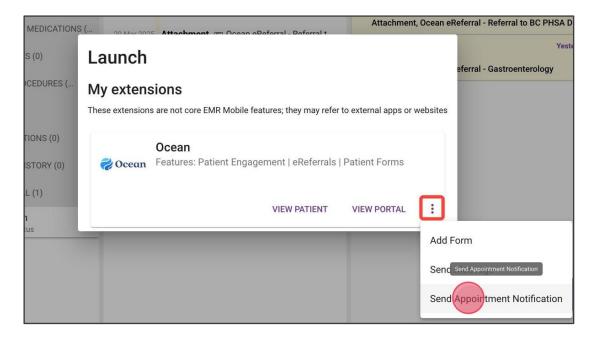2. A dialogue window will appear with available EMR extensions.

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Step 3: Open the Ocean extension

1. In the dialogue window, locate the **Ocean** extension.
2. Select the **ellipsis** (three dots), then choose **Send Appointment Notification**.
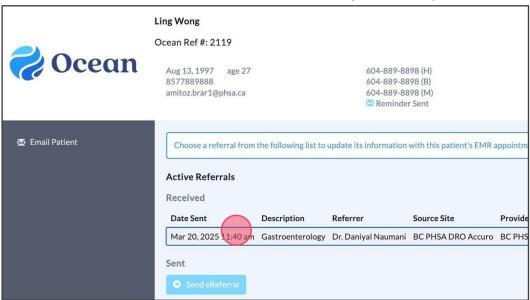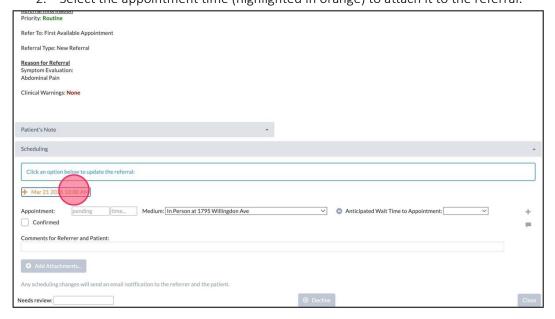
Step 4: Select the relevant eReferral

1. In the Ocean window, find and select the eReferral you want to update.

Step 5: Add the appointment to the referral

1. Scroll to the **Scheduling** pane within the eReferral.
2. Select the appointment time (highlighted in orange) to attach it to the referral.

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Step 6: Save the changes

1. Select **Save** or **Save & Close** in the bottom right to confirm the update.