

# 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.

The screenshot displays the Med Access EMR interface. At the top, the user is logged in as 'Naumani, Daniyal'. The patient's profile for 'Ms Ling Wong' is shown, including her date of birth (13-Aug-1997), gender (Female), and contact information. A list of appointments is visible on the left, with the most recent one scheduled for 09:15 AM on 11-Mar-25. The main area shows a calendar view for March 2025, with the 11th highlighted. A detailed view of the appointment for 09:15 AM is shown, including the patient's name, address, and contact information. The appointment status is 'Booked'.

## 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.

## Provincial Digital Health and Information Services

Partnering with the BC health sector, providers and citizens

Ms Ling Wong  
27 years 13-Aug-1997 Female  
Personal#: (604) 889-8898 Ins#: 8577-889-888

Next Gen Launch Summary Search Family Help

Demog Visits Tasks Bills Allg Meds Profile Labs Invest Consults Imm Appt

All Visits with Fax

Nothing found to display

### 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**.

MEDICATIONS (...) 20 Mar 2025 Attachment Ocean eReferral - Referral to BC PHSA D

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Referral - Gastroenterology

**Launch**

**My extensions**

These extensions are not core EMR Mobile features; they may refer to external apps or websites

**Ocean**  
Features: Patient Engagement | eReferrals | Patient Forms

VIEW PATIENT VIEW PORTAL

Add Form

Send Appointment Notification

Send Appointment Notification

## Step 4: Select the relevant eReferral

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

**Ling Wong**  
Ocean Ref #: 2119

Aug 13, 1997 age 27  
8577889888  
amitoz.brar1@phsa.ca

604-889-8898 (H)  
604-889-8898 (B)  
604-889-8898 (M)  
☑ Reminder Sent

✉ Email Patient

Choose a referral from the following list to update its information with this patient's EMR appointment

**Active Referrals**

Received

Date Sent	Description	Referrer	Source Site	Provider
Mar 20, 2025 11:40 am	Gastroenterology	Dr. Daniyal Naumani	BC PHSA DRO Accuro	BC PHSA

Sent

[Send eReferral](#)

## 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.

Priority: **Routine**

Refer To: First Available Appointment

Referral Type: New Referral

**Reason for Referral**  
Symptom Evaluation:  
Abdominal Pain

Clinical Warnings: **None**

Patient's Note

**Scheduling**

Click an option below to update the referral:

**Mar 21 2025 10:00 AM**

Appointment:   Medium:  Anticipated Wait Time to Appointment:

☐ Confirmed

Comments for Referrer and Patient:

[Add Attachments...](#)

Any scheduling changes will send an email notification to the referrer and the patient.

Needs review:

[Decline](#) [Close](#)

## Step 6: Save the changes

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

**PROVINCIAL DIGITAL HEALTH AND INFORMATION SERVICES**  
Priority: **Routine**

Refer To: First Available Appointment

Referral Type: New Referral

**Reason for Referral**  
Symptom Evaluation:  
Abdominal Pain

Clinical Warnings: **None**

Patient's Note

Scheduling

Click an option below to update the referral:

**+** Mar 21 2021 10:00 AM

Appointment:   Medium:  Anticipated Wait Time to Appointment:

☐ Confirmed

Comments for Referrer and Patient:

Any scheduling changes will send an email notification to the referrer and the patient.

Needs review: