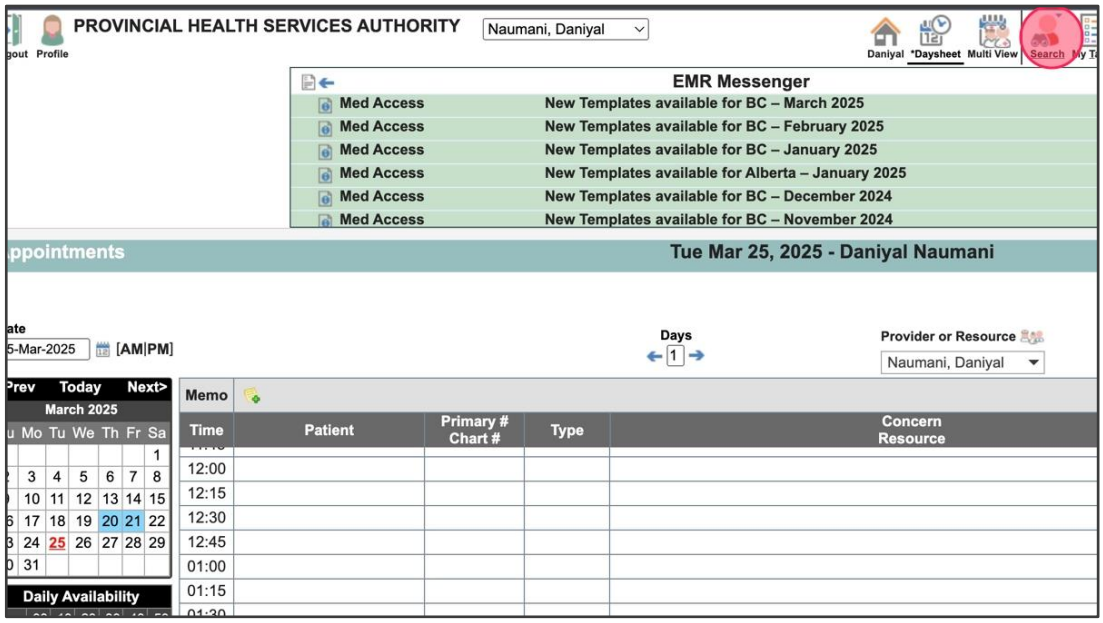
Add an attachment to a new eReferral in Med Access

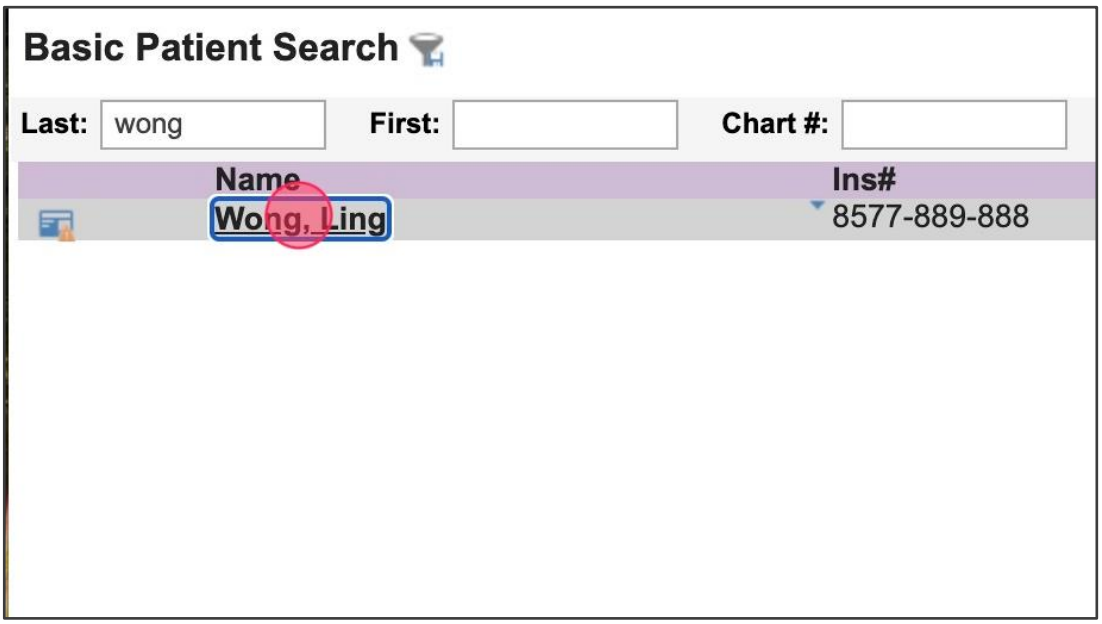
This guide walks you through the steps to generate a chart attachment and include it with a new eReferral using Med Access.

Step 1: Open the patient chart

1. Log in to Med Access and click the **Search** icon.

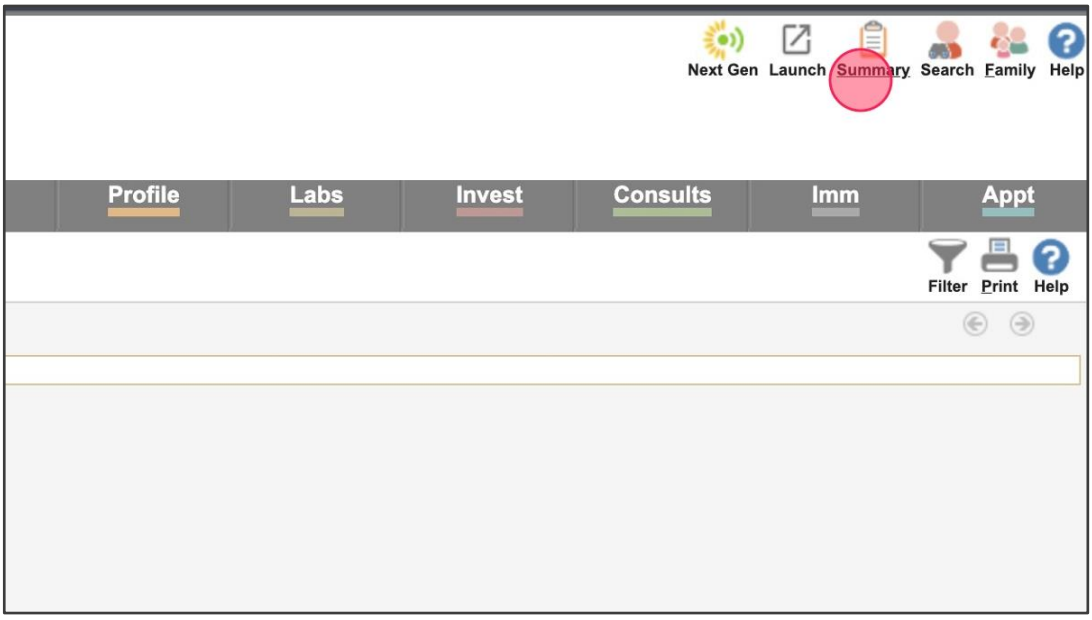


2. Search for the patient and click their name to open their EMR chart.

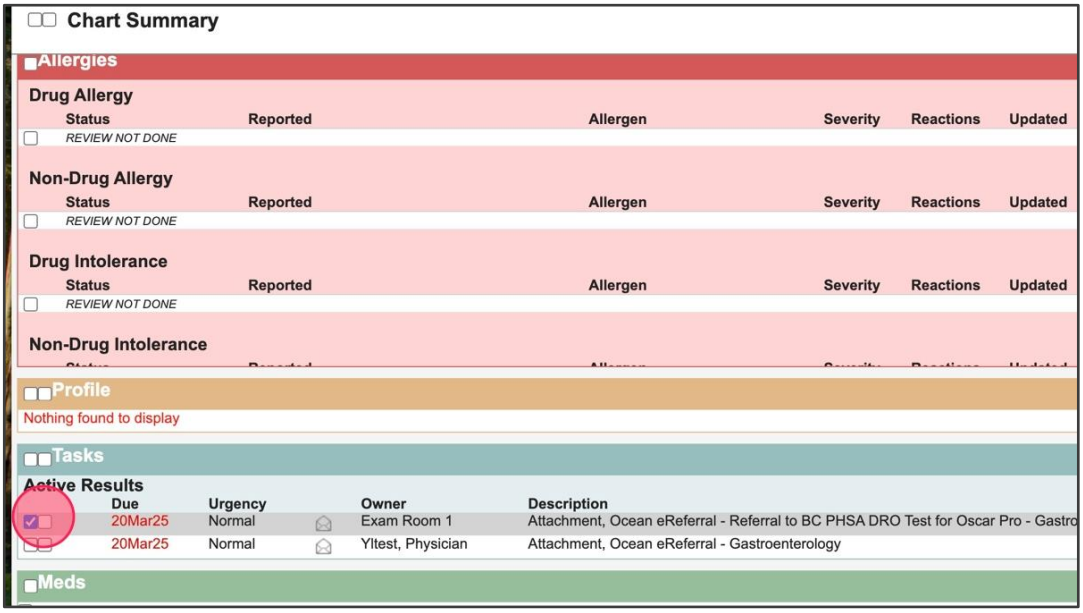


Step 2: Create the attachment

1. In the chart, click the **Summary** icon.

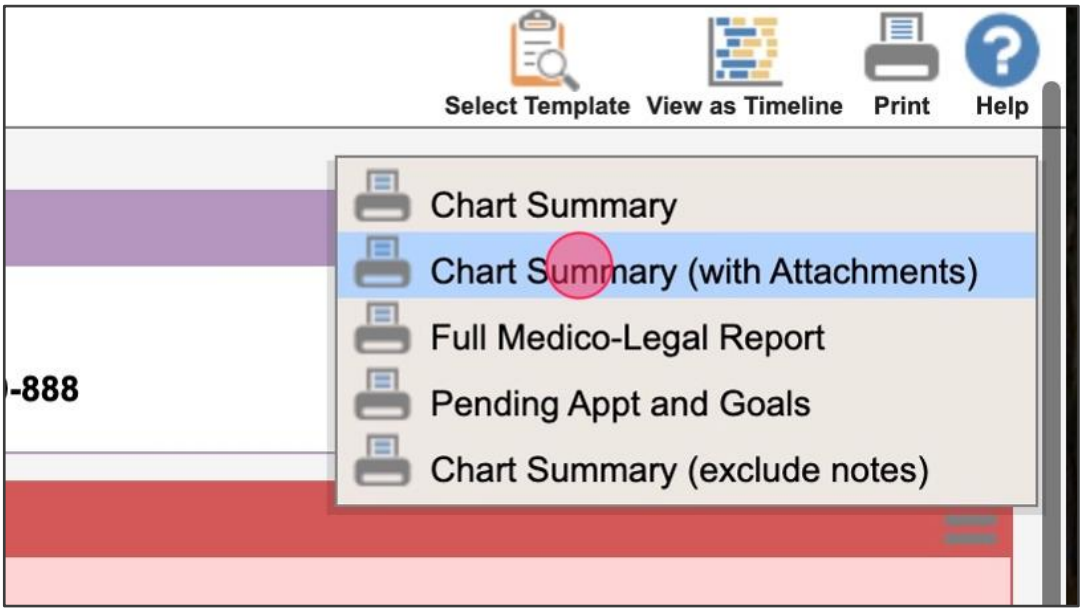


2. Select the documents you want to attach.

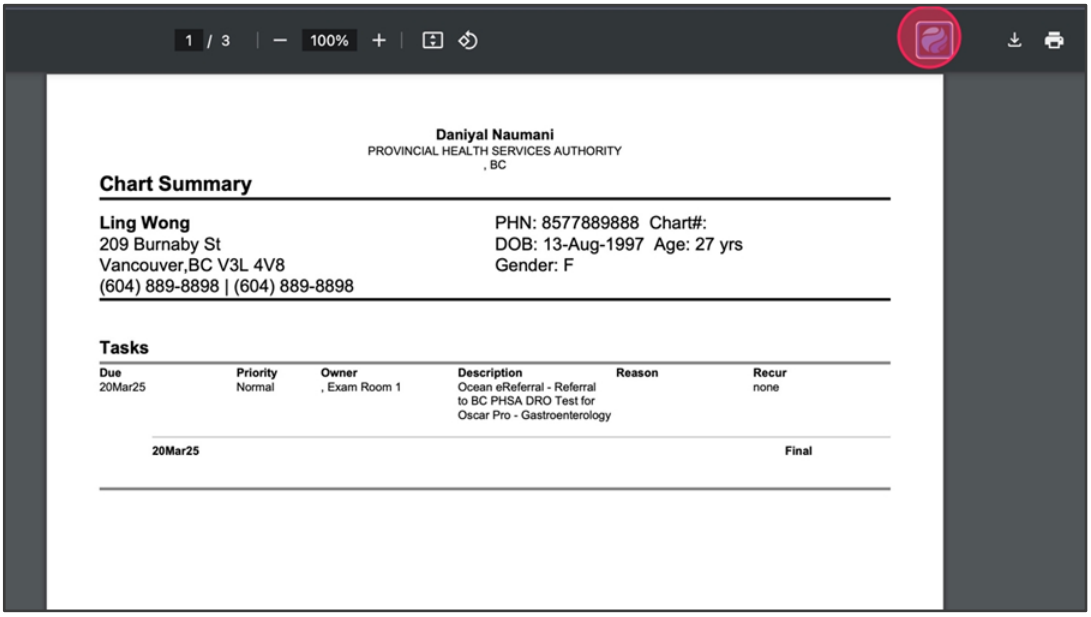


3. Click the **Print** icon in the top right corner.

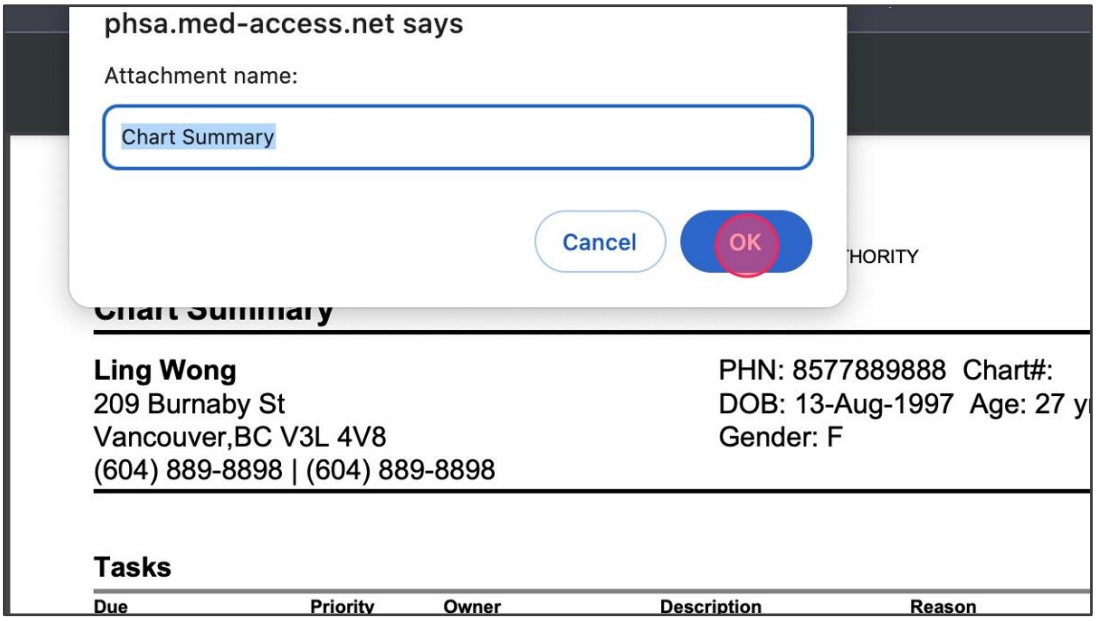
4. From the drop-down, choose **Chart Summary (with Attachments)**.



5. Review the generated attachment and click the **Ocean** logo in the top right.



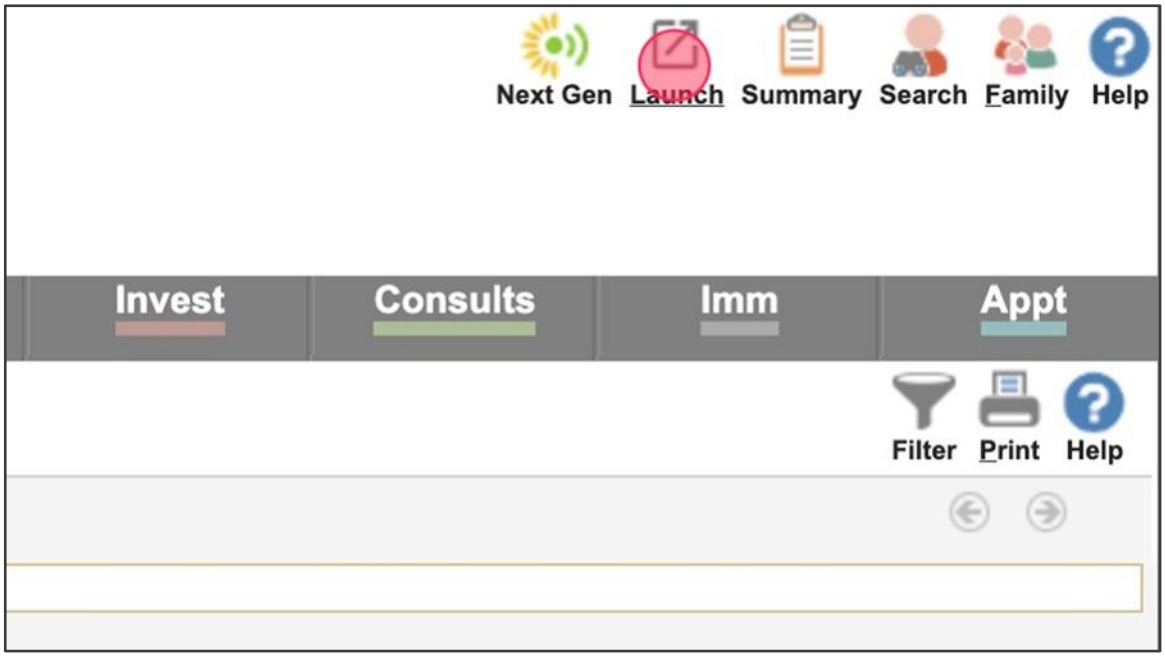
6. Name the attachment and click OK.



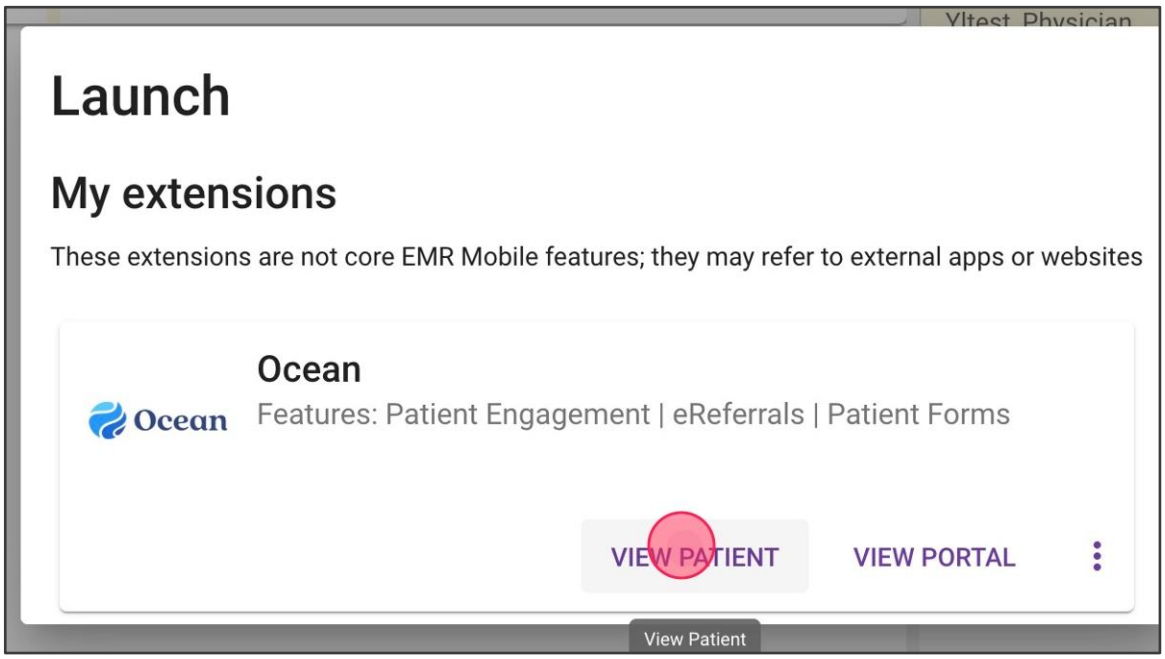
7. Close the attachment and return to the patient chart.

Step 3: Launch Ocean and start a new referral

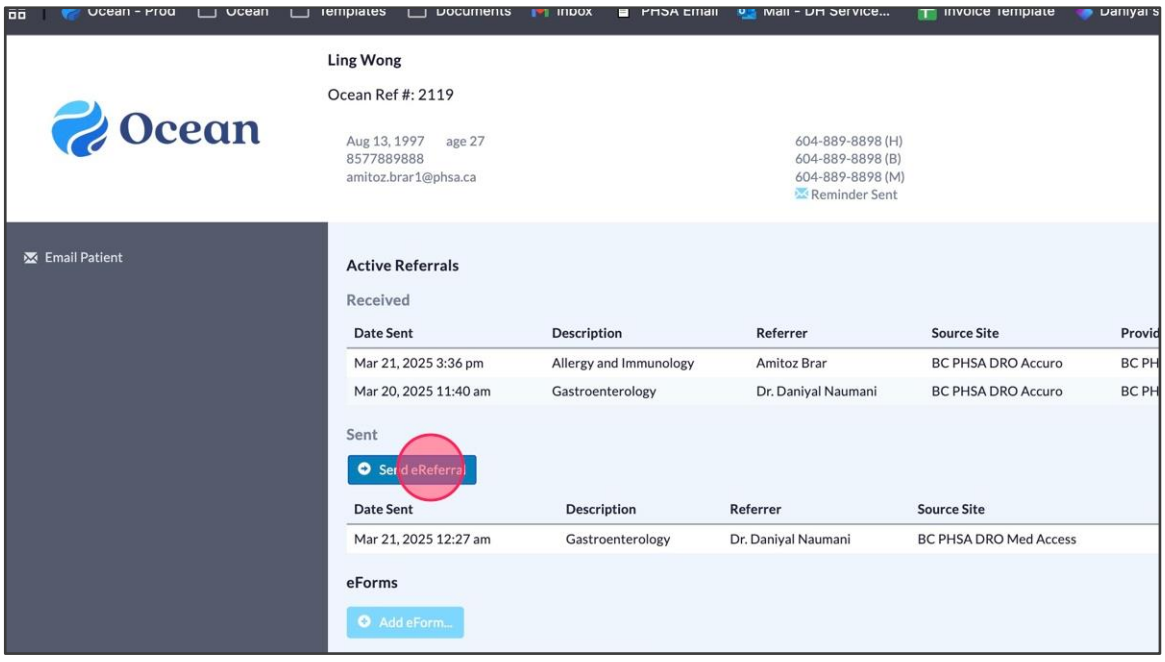
1. Click the **Launch** icon to open the EMR extensions.



2. Locate the **Ocean** extension and click **View Patient**.

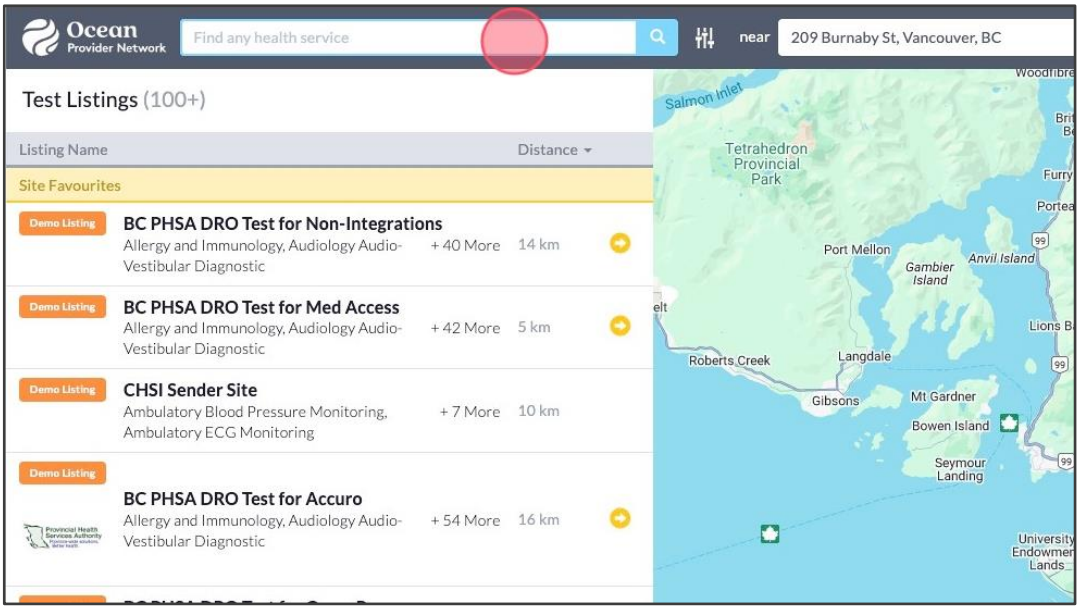


3. Click the **Send eReferral** button.

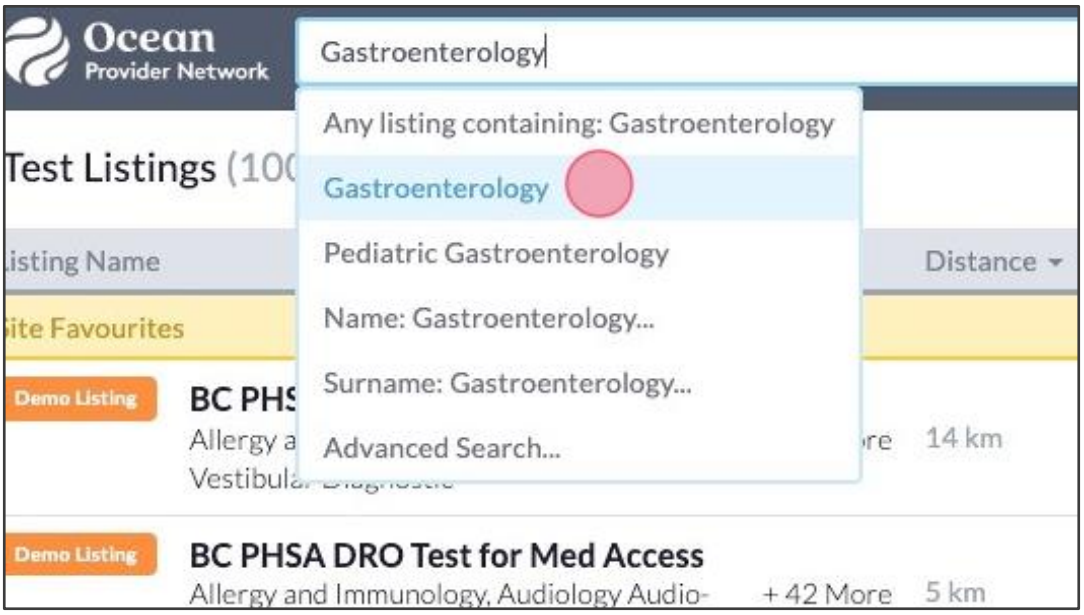


Step 4: Search and select a referral target

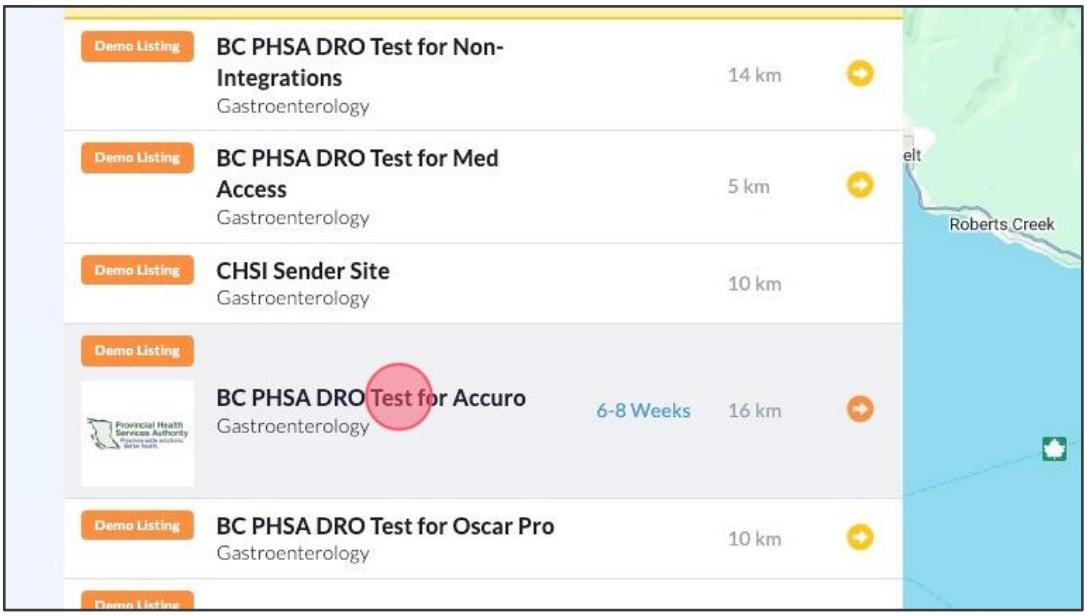
1. In the Healthmap, use the **Find any health service** field to search by clinic, physician, or service.



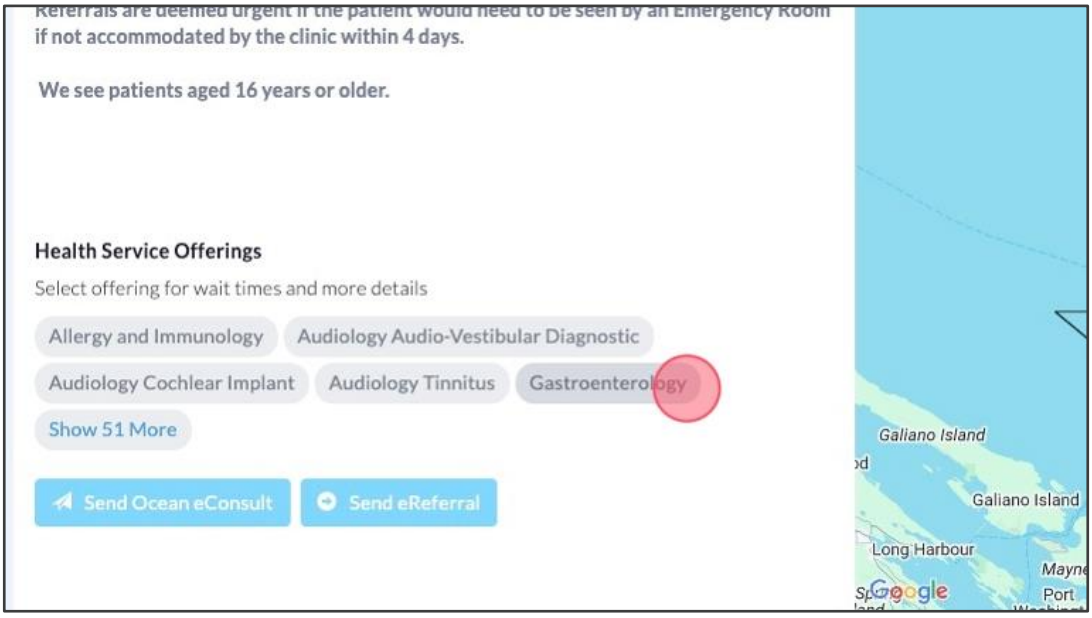
2. Select a search parameter.



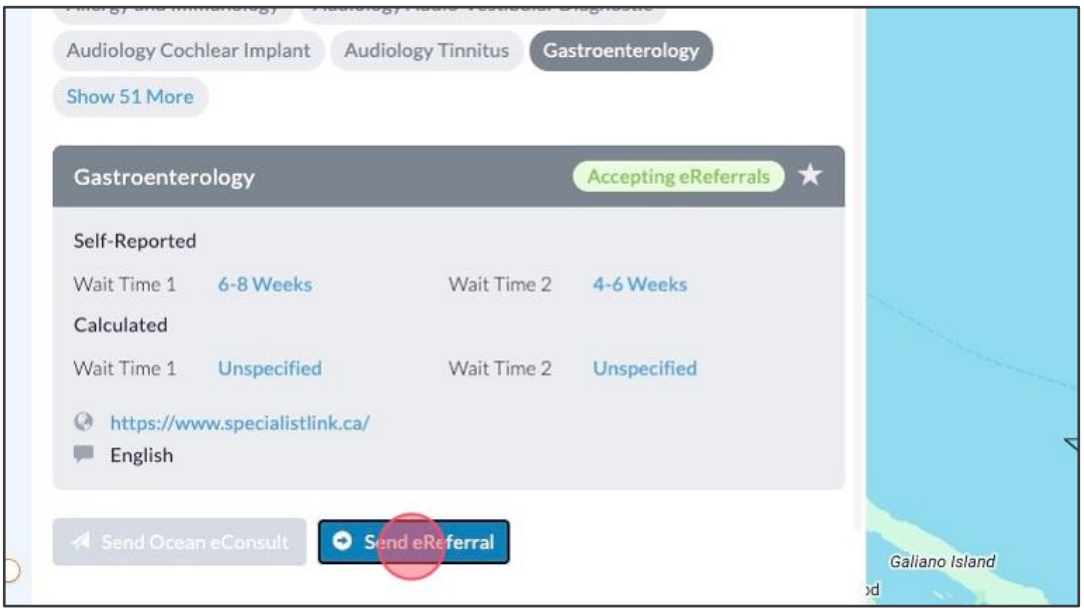
3. Choose a directory listing from the sidebar and click it.



4. Scroll and select the appropriate service for the eReferral.



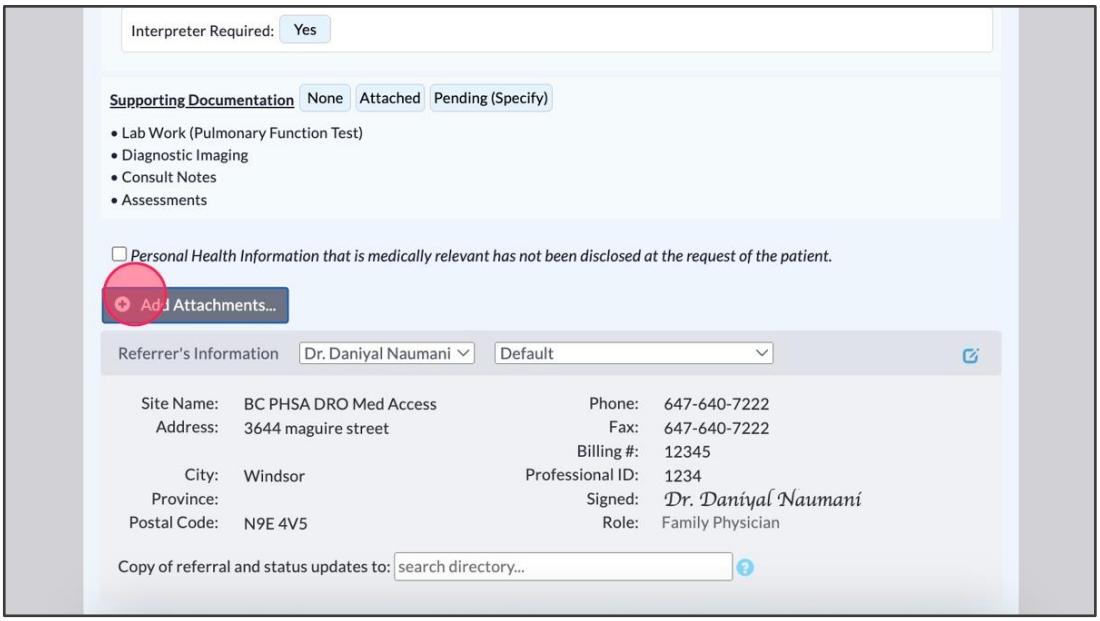
5. Click **Send eReferral** to open the referral form.



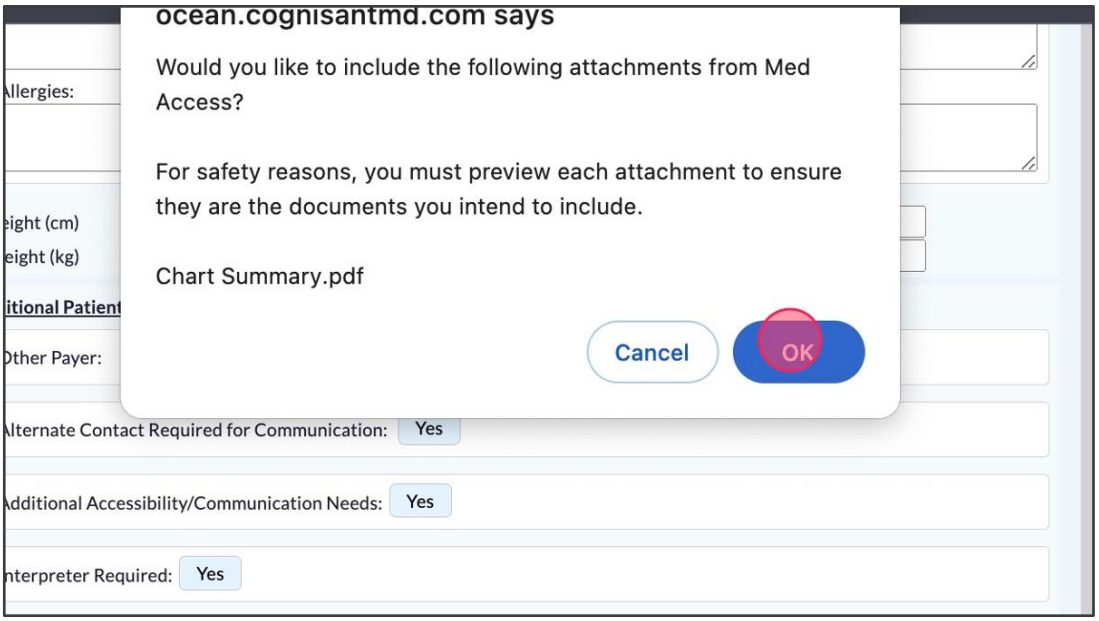
Step 5: Fill out and send the eReferral

1. Complete the referral form (*required fields are marked with an asterisk).

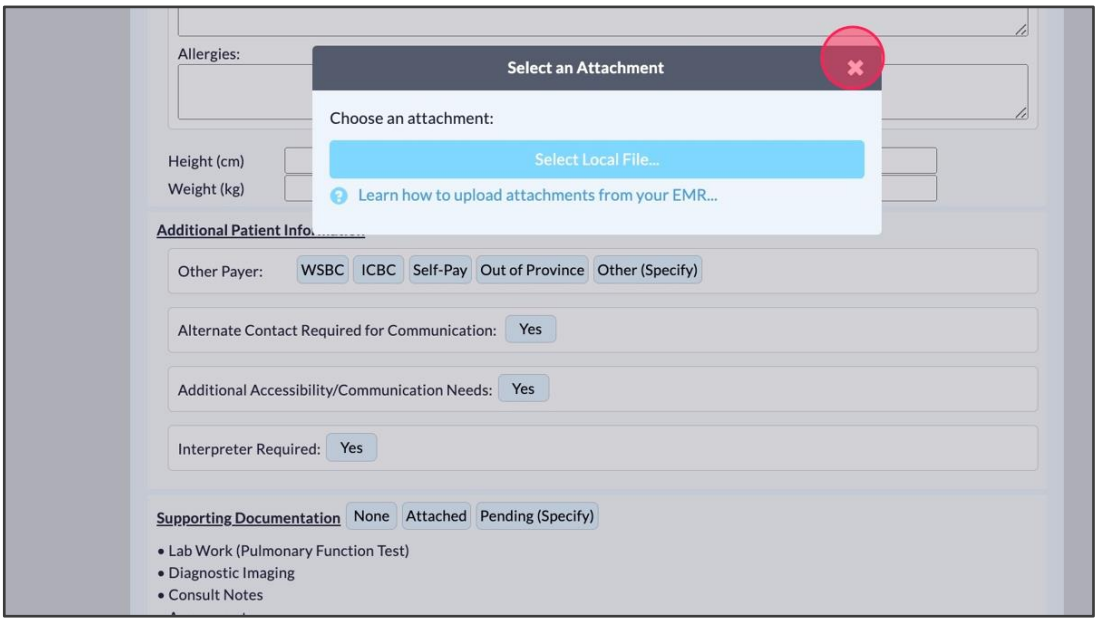
2. Click **Add Attachments**.



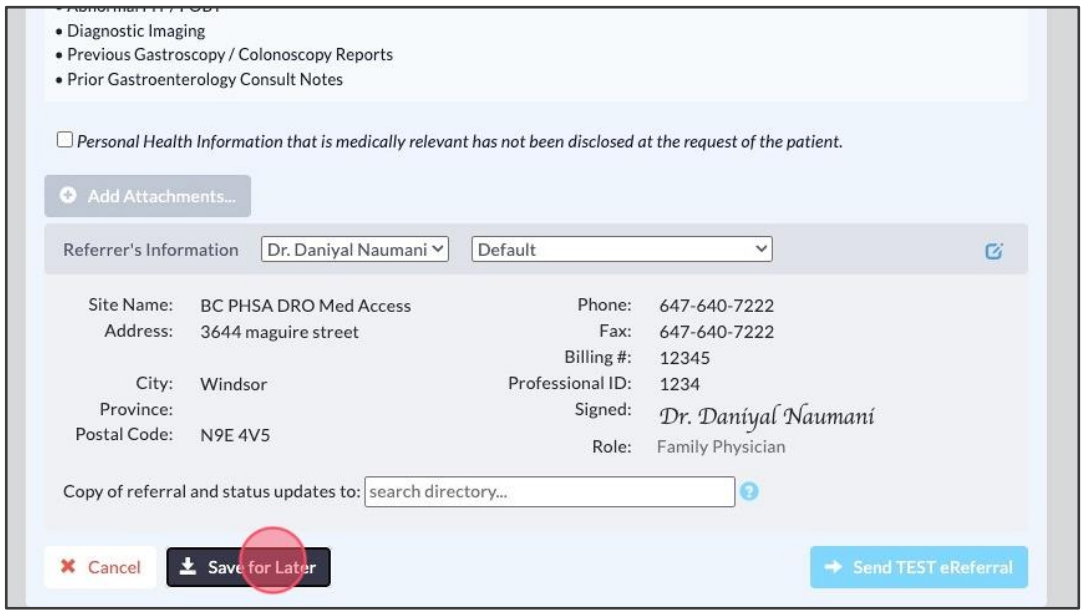
3. When prompted, click **OK** to attach the file.



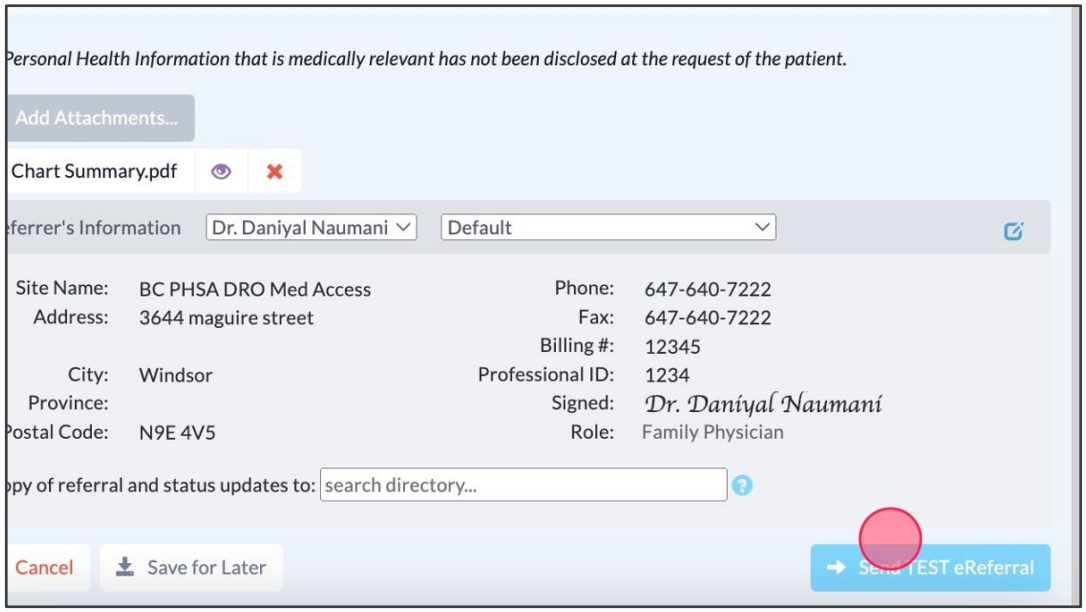
4. Close the **Select an Attachment** window.



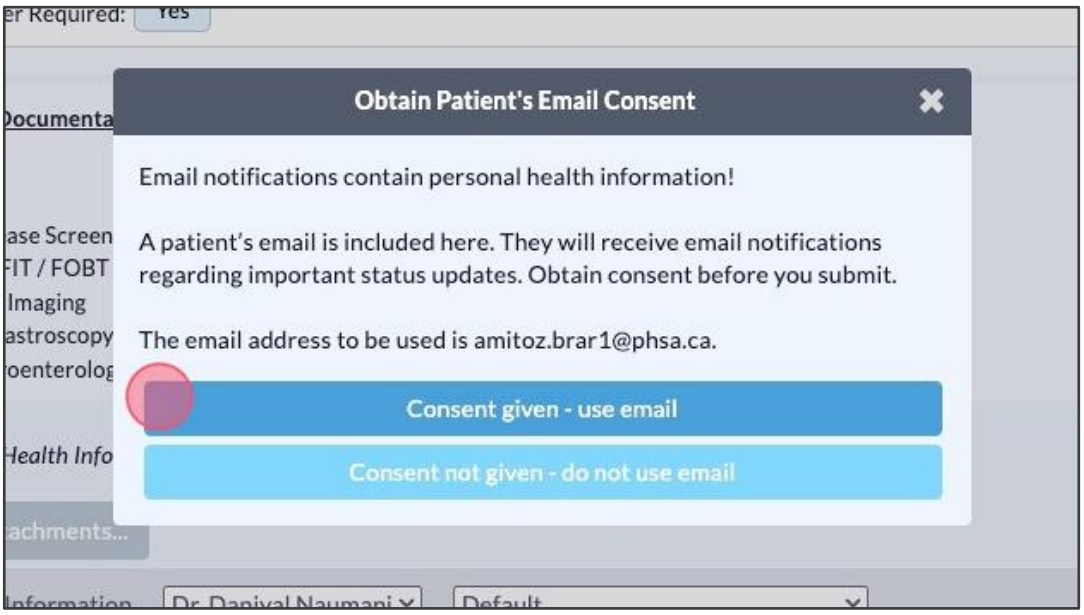
5. *(Optional)* Click **Save for Later** if you want to complete the referral within 30 days.



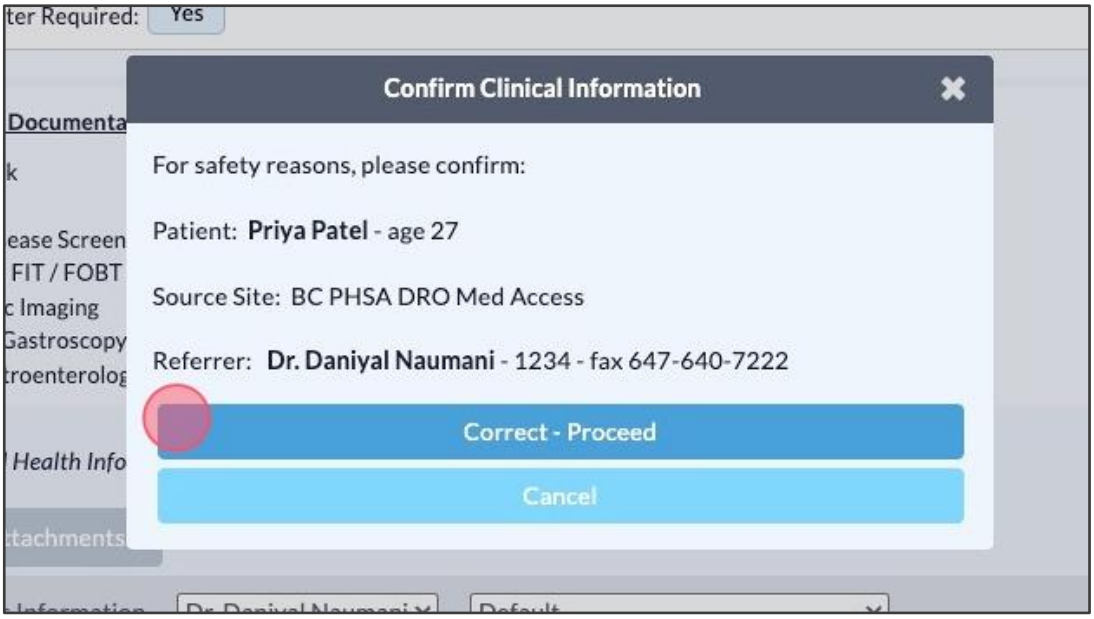
6. Click **Send eReferral**.



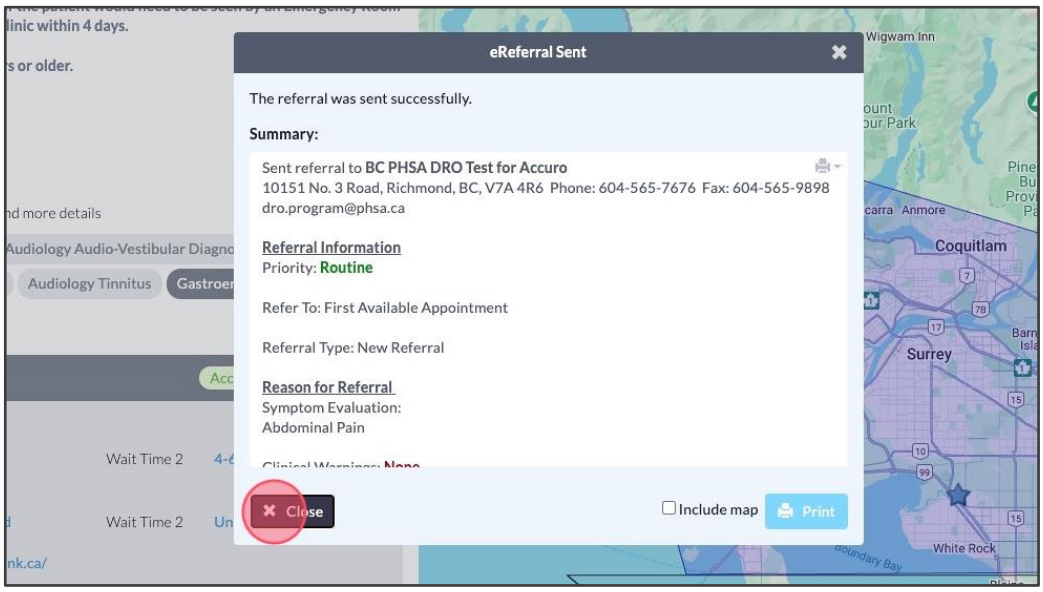
7. Confirm patient consent for email updates.



8. Confirm your clinical information.



9. Review the eReferral confirmation. A copy of the referral will be imported into the EMR as an Active Task.


linic within 4 days.
s or older.
nd more details
Audiology Audio-Vestibular Diagno
Audiology Tinnitus
Gastroen
Wait Time 2
Wait Time 2
nk.ca/
eReferral Sent
The referral was sent successfully.
Summary:
Sent referral to BC PHSA DRO Test for Accuro
10151 No. 3 Road, Richmond, BC, V7A 4R6 Phone: 604-565-7676 Fax: 604-565-9898
dro.program@phsa.ca
Referral Information
Priority: Routine
Refer To: First Available Appointment
Referral Type: New Referral
Reason for Referral
Symptom Evaluation:
Abdominal Pain
Close
Include map
Print
Wigwam Inn
Coquitlam
Surrey
White Rock