



# eClinicalworks Workflow

## Sending Direct Trust Referrals from eCW

Direct Trust Outgoing referrals can be generated from the:

- “Referrals Outgoing” quick launch jelly bean
- Progress Note
- Virtual Visit
- Patient Hub

1. In the “Ref To” section of the outgoing referral click on the ellipsis button to select a provider
2. In the first drop-down select “P2P Providers”
3. In the “Community” drop-down select “Direct Trust Providers”
4. Type the first few letters of the providers last name or clinic.
5. To select click on the white circle next to the choice

The screenshot displays the eClinicalworks interface for sending a Direct Trust referral. The top window is titled "Referral (Outgoing)" and shows patient information (Test, MI (862563)) and the "Ref To" section. A red circle 1 highlights the ellipsis button next to the "Ref To" section. Below this, the "Referring Physician Lookup" window is open. A red circle 2 highlights the "P2P Providers" drop-down menu. A red circle 3 highlights the "Direct Trust Providers" option in the "Preferred Providers By Facility" drop-down menu. A red circle 4 highlights the search field containing the text "university". A red circle 5 highlights the white circle next to the first search result, "UNIVERSITY GASTROENTEROLO...".

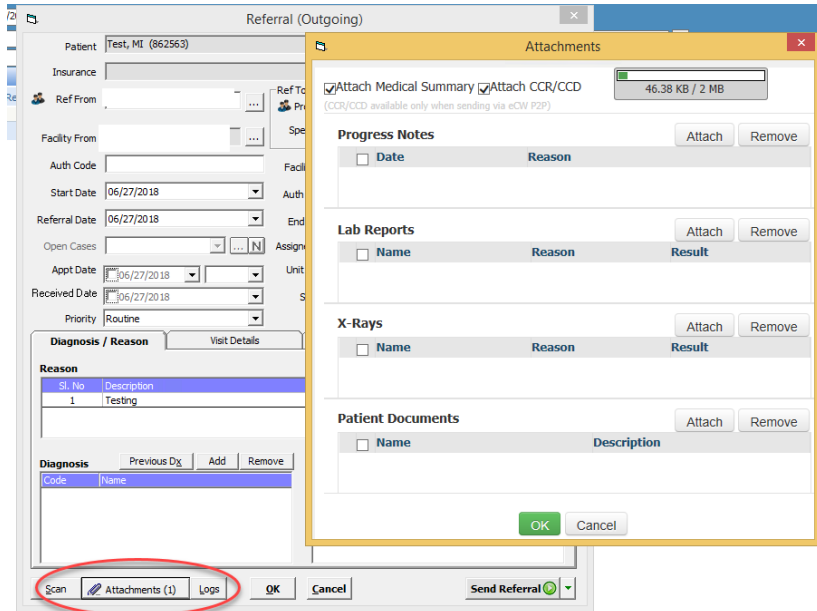
Name	Address	Specialty	Contact Details
UNIVERSITY GASTROENTEROLO...	33 STANFORD STREET PROVIDENCE RI 02905		4014218800 4014212492
University Hospital, Sche...	1350 Walton Way GA GA 30901	General Acute Ca...	7067229011 7068282524
University Medical Associ...	1222 Jefferson Park Ave Charlottesville VA 22908		
University Medical Associ...	1222 Jefferson Park Ave Charlottesville VA 22908		4349241931 4342435770
University Medical Center...	1411 Baddour Pkwy Lebanon TN 37087		
University Medical Center...	2500 North State Street Jackson MS 39216		
UNIVERSITY OF CINCINNATI ...	234 GOODMAN STREET CINCINNATI OH 45229		5135858074
	2330 Shawnee Mission		9135887750



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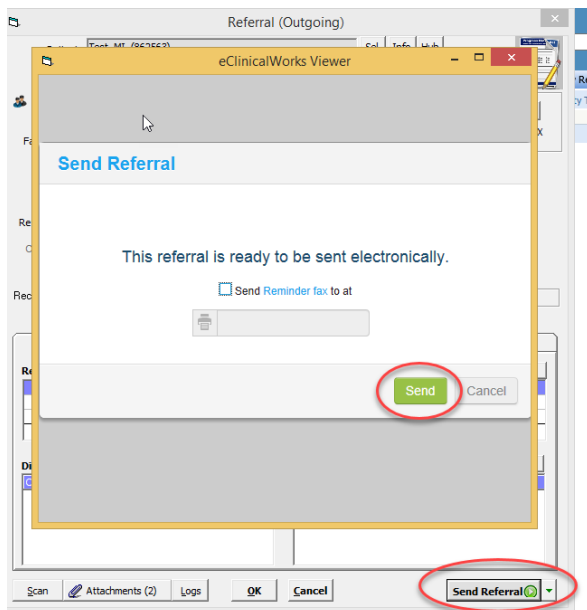
## Sending Direct Trust Referrals from eCW

Progress Notes, Lab Reports, X-rays, and Patient Documents can be added to the referral by using the <Attachments> button.



To Send the referral click on the <Send Referral> button at the bottom of the referral screen.

Select <Send> in the “Send Referral” screen





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## Sending Direct Trust Referrals from eCW

Transmission status of Outgoing Referrals can be monitored from the R quick launch by hovering over the icon under the "Status"

RE	Date	Patient	Reason	Referral From	Referral To	Specialty	Start Date	End Date	Appt Date	Facility From	Facility To	Status
	06/27/2018	Test.MI	Testing Direct trust. Please disregard. ITHROW THIS OUT. IT IS ONLY A TEST	Hoffman,Rebecca Z	UNIVERSITY GASTROENTEROLOGY, PROVIDENCE		06/27/2018	06/27/2019		Cherry Bend Family Care		Delivered

Recipient	Updated At	Status
UNIVERSITY GASTROENTEROLOGY, PROVIDENCE	Jun-27 10:16 AM(CST)	Delivered