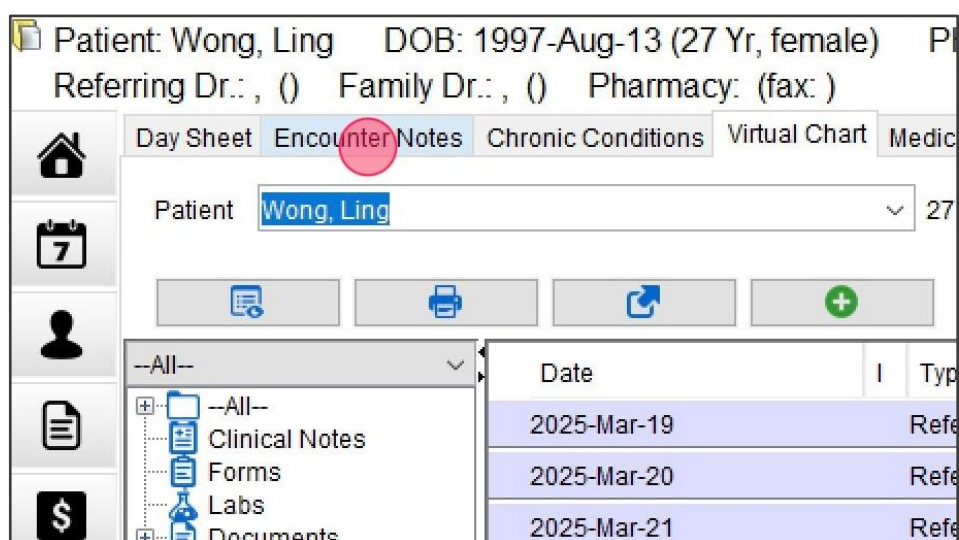


Attach a file to a new eReferral in Accuro

This guide walks you through the steps to attach a file to a new referral in Accuro.

Step 1: Prepare the attachment in Accuro

1. Sign in to Accuro, search for the patient and open their EMR Chart.
2. Access the patient's **Encounter Notes**.



Date	I	Type
2025-Mar-19		Ref
2025-Mar-20		Ref
2025-Mar-21		Ref

3. Click the **note template dropdown** and select a cover note template
4. Click the **green plus (+)** button to create a new note.
5. In the window that opens, click **Gen. Letter**.

Ocean Attachments ▼ Type Clinical Note ▼ DOS 2025-Mar-25 10:4

Patient Alquiza, Rose [46436] ▼ Diagnosis --None-- ▼

Open Claim Details Gen. Letter M->F Save As... Save

Step 2: Attach the file and save

1. In the bottom-left **Attachments** pane, click the **green plus (+)**.

Medical History...

Attachments

Trac

Pat App

Show Enclosure Names

Options

2. Select your file(s) and click **OK**.
3. Click **Save for Ocean** at the bottom of the screen.

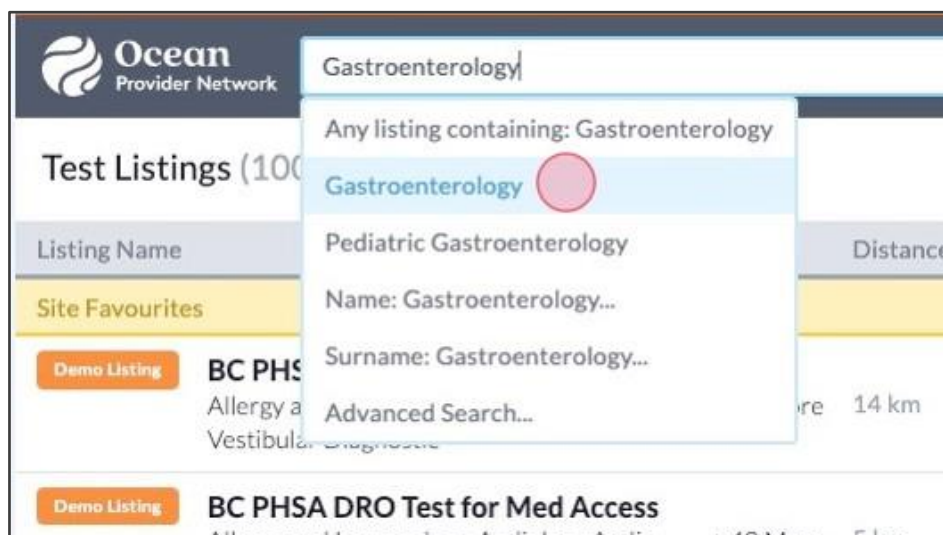
A screenshot of a web form interface. The form has a large empty text area at the top. Below it, there are two checkboxes: 'Save to Chart as PDF' (unchecked) and 'Close After Faxing' (checked). To the right of these is a 'Title' field containing the text 'Ocean Attachments'. At the bottom of the form, there is a row of buttons: 'Options', 'Add to Letter Queue', 'Save for Ocean' (highlighted with a red circle), 'Send Letter', 'Print', and 'Preview'.

Step 3: Find a provider, clinic, or service on Healthmap

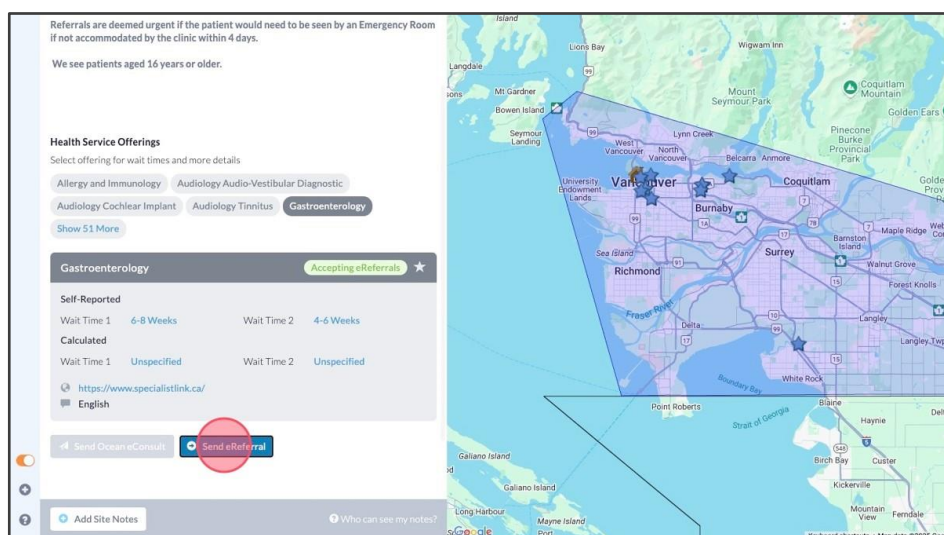
1. Click **Refer** to launch the Healthmap

A screenshot of a web form interface. The form has several input fields: a dropdown menu, a text field with a value of '(604) 889-8898', a 'Fax' field with a placeholder '() - ', and a 'Preferred Contact Method' dropdown menu. Below these is a 'Dates' section with two empty text fields. At the bottom of the form, there is a row of buttons: 'Delete Patient', 'Patient Relationships...', 'Merge', 'Update Patient', and 'Clear (F1)'. Below this row is a navigation bar with icons and labels: 'Logout', 'Ocean Portal', 'Patient Summ...', 'Refer' (highlighted with a red circle), and 'referral appt n...'. The 'Refer' button is highlighted with a red circle.

2. In the Healthmap, use the search bar to **Find any health service**.
3. Enter a clinic, physician or service name to pull the directory listing.



4. Scroll down to Health Service Offerings and choose the appropriate service from the listing
5. Click **Send eReferral**.



Step 4: Complete and send the eReferral

1. Enter the patient's demographic information in the **Patient Information** section.
2. Fill out the referral form. Mandatory fields are marked with an asterisk (*).

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3. If needed, select **Save for Later** to save the referral and come back to it within 30 days.

4. Select **Send eReferral** once the form is complete.

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Alternate Contact Required for Communication: ☒ Yes

Additional Accessibility/Communication Needs: ☒ Yes

Interpreter Required: ☒ Yes

Supporting Documentation: ☐ None ☐ Attached ☐ Pending (Specify)

- Bloodwork
- Lab Work
- Celiac Disease Screen
- Abnormal FIT / FOBT
- Diagnostic Imaging
- Previous Gastroscopy / Colonoscopy Reports
- Prior Gastroenterology Consult Notes

☐ Personal Health Information that is medically relevant has not been disclosed at the request of the patient.

+ Add Attachments...

Referrer's Information:

Site Name: BC PHSA DRO Med Access Phone: 647-640-7222
Address: 3644 maguire street Fax: 647-640-7222
Billing #: 12345
City: Windsor Professional ID: 1234
Province: Signed: Dr. Daniyal Naumani
Postal Code: N9E 4V5 Role: Family Physician

Copy of referral and status updates to:

5. Confirm patient consent for email updates on the **Obtain Patient's Email Consent** pop-up box.
6. Confirm your clinical information.
7. Review and confirm the confirmation screen.

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

Clinical Warnings: **None**

☐ Include map

8. A copy of the referral summary is automatically added to the EMR.