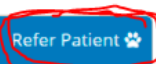**First Way to Refer a Patient and Send Records via the Portal**

From your Portal homepage, search for a previously referred patient, then click on *Refer Patient* to the right of "Patient Information" in the blue header.

The referral form will open with client and patient fields pre-populated from the information previously provided.

Client Name	Rebecca L		Home Phone	813-334-
Email	e1@verizon.net		Work Phone	
Address	145 l ... Ave		Mobile Phone	813-334-
City	Tampa		State	FL	Zip	

Patient Information (ID: 394...)   Refer Patient

Name	Cassie		Breed	Retriever, Golden
Color	Gold/White		Weight	14.1 kilograms
Birthday	4/27/2017		Altered	No
Sex	Female		Species	Canine

Second Way to Refer a Patient and Send Records via the Portal

From your Portal homepage, click on *Refer Patient*.

You may save your work and come back to it at any time, and you may update referral information even after the form is submitted to BluePearl.

PLEASE REMEMBER: This form is solely for your convenience. If you prefer, *call us* for a consultation or to refer your patient.

BluePearl Portal Login

Want quick help in using the Portal? Click here for a quick reference guide.

Welcome Back Forest Ridge Animal Hospital
Last Login on 9/28/2016 11:52:37 AM
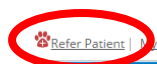
Refer Patient | My Referrals | Patient Search | Profile & Settings | Password | Log Out

Patient Search

Tell Us What Service, What Hospital

The first page deals with what BluePearl hospital and what specialty service you are referring to.

There are required fields to complete on each page. On this page, the required fields are these:

❌ If there is more than one in your area, tell us the BluePearl hospital your client wishes to be seen at

❌ Specialty you are referring to

❌ Your expectation for the case

Save your work anytime by clicking *Finish Later* or if you want to continue, click *Next*.

Welcome Back **Forest Ridge Animal Hospital**
Last Login on 9/28/2016 11:52:37 AM

Refer Patient | My Referrals | Patient Search | Profile & Settings | Password | Log Out

Refer Patient

1 Referral Details — 2 Referring Veterinarian — 3 Client — 4 Patient — 5 Review & Complete

Referral Details

Referral Practice *
BluePearl - Blaine

Specialty Service for Referral *
Dentistry & Oral Surgery

How do we schedule an appointment with this client?
Call client directly
Client will call us
We call referring veterinarian
Referring veterinarian will call us

Request Specific Doctor
Dr. Hansen

Reason for Referral/Primary Complaint
retained baby canine tooth

Expectation for this case *
Consult, Diagnostic Testing and Treatment
Please transfer patient back to my practice for treatment after diagnostic testing
Consult Only, No Additional Diagnostics
Other (please specify in comments section below)

Additional Comments | Pertinent History | Vaccine History
put additional information here

Finish Later   Next

Confirm your Practice Name & Contact Info, Add Your Name

✖ Certain fields are prefilled for you based on what your practice has in the Profile & Settings tab. To change any of these, please click *Finish Later*, and go to *Profile & Settings* to change the information.

❌ The only required field on this page is for the referring veterinarian's name to be added.

To go back, click *Previous*. To continue, click *Next*. To save and return later, click *Finish Later*.

Welcome Back **Forest Ridge Animal Hospital**
Last Login on 9/28/2016 11:52:37 AM

Refer Patient | My Referrals | Patient Search | Profile & Settings | Password | Log Out

Refer Patient

1 Referral Details — 2 Referring Veterinarian — 3 Client — 4 Patient — 5 Review & Complete

Referring Veterinarian Information

Hospital Name *
Forest Ridge Animal Hospital

Phone Number
918-740-3302

Veterinarian's Name *
Dr. Jones

Fax Number

Submitted By
Lori Smith, LVT

E-mail Address
info@rvetlink.com, bonni.voiland@b

Would you like a phone call to follow-up on this case?   No

Previous   Finish Later   Next

If Referred From the Patient Chart in the Portal, Review Client Information

If This is a New Referral, Enter Client Information

We need just the basics. The rest we can obtain from the records your send or directly from the client.

Required fields are these:

❌ First and last name of the client

❌ The primary phone number at which to reach the client

To go back, click *Previous*. To continue, click *Next*. To save and return later, click *Finish Later*.

Enter Patient Information

Again, we need just the basics. Review or enter the required fields:

❌ Name of the patient

❌ Breed and species

❌ Sex

❌ An estimated or actual date of birth or age

See the next panel for how to complete the Patient Files section.

To go back, click *Previous*. To continue, click *Next*. To save and return later, click *Finish Later*.

|	
Providing Patient Files Please let us know if you are sending medical records, lab results and/or diagnostic images. Each field is required to be answered. To submit records, lab results or images via the Portal, please see the next panel.	**Patient Files** Medical Records * ❌ Lab Results * ❌ Diagnostic Images * ❌ - Select One - ▾ - Select One - ▾ - Select One - ▾ - Select One - Will be attached Will be Faxed Will be emailed Client will bring None being sent
Adding a File If you indicate a record, lab results or images will be attached, the system prompts you through adding the file. Click *Add File*. This screen pops up. Describe the file to be attached, then click *Select File*. This screen opens so you can select a file from your desktop or another folder. Choose the file, click *Open*. Then click *Upload*.	**Patient Files** Medical Records * Lab Results * Diagnostic Images * Will be attached ▾ - Select One - ▾ - Select One - ▾ ⊕ Add File - Required - **Name** Previous Finish Later Next **Upload File** ✕ Description Testy's medical record New File Select File No file chosen ⊗ Cancel 📄 Referral Dashboard.xlsm 📄 Seattle partner header.pdf 📄 Tampa Server.RDP 📄 Testy, combo med record and xray.pdf File name: Testy, combo med record and xray.pdf All Files Open ▾ Cancel **Upload File** ✕ Description Testy's medical record New File Select File Testy, combo med record and xray.... ⊙ Upload ⊗ Cancel

Once uploaded, you can click on *View* to review the file you have attached.

To go back, click *Previous*. To continue, click *Next*. To save and return later, click *Finish Later*.
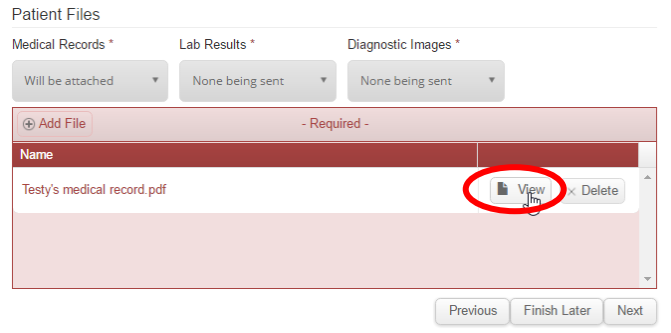
Review and Submit

The final screen shows your entire referral on one screen. Scroll down or up to see various sections.

Click *SUBMIT* at the bottom of the screen to send your referral to us.

An email confirming your referral information will be sent to you.

The referral information will appear in the *My Referrals* log.

Managing Your Referrals

This screen will open and can be opened anytime from the *My Referrals* link in your Portal.

You may edit referrals that have not been submitted yet and you may send updated information on previous referrals from the *My Referrals* log in your Portal account.

Thanks for your referrals!

Welcome Back **Forest Ridge Animal Hospital**
Last Login on 9/28/2016 11:52:37 AM

Refer Patient | My Referrals | Patient Search | Profile & Settings | Password | Log Out

My Referrals

Add Referral   Export to Excel   Export to PDF

Practice	Patient	Specialty	Status	
BluePearl - Blaine	TEST, Testy	Dentistry & Oral Surgery	In-Process	Edit
BluePearl - Blaine			In-Process	Edit
BluePearl - Blaine	TEST3, TEST3	Ophthalmology	Submitted	Update View