

# eReferral Senders

## Ocean eReferral User Guide

THIS GUIDE GIVES OCEAN USERS THE STEPS TO SEND AND MANAGE OCEAN EREFERRALS.

### Step 1: Initiate Your Ocean eReferral

- You can [access the Ocean eReferral Network](#) from the link in your EMR (for Med Access and Accuro users) or directly from the [Ocean Healthmap](#) to initiate your referral.

### Step 2: Select an eReferral Site

- [Search for the Health Service Offering](#) on the [Ocean Healthmap](#). You can select the NSHA/IWK Central Intake or your preferred provider from the search list.
- You can also refer directly to the Central Intake from your [list of favourites](#). You will need to select the Health Service Offering you would like to refer to, and then select 'Send eReferral'.

### Step 3: Send Your eReferral

- Complete the eReferral form for your specific Health Service Offering and [send your referral](#) to the central intake site.

### Step 4: View & Track Your eReferral

- You can [view and track the status of your referral](#) from within your EMR and/or the [eReferrals View](#) of the Ocean Portal.
- You will [receive email notifications](#) when the status of your referral has changed (e.g. forwarded to a specialist, when an appointment is scheduled).

### Step 5: Manage All Your eReferrals in the Ocean Portal

- After your eReferrals have been sent, they can be viewed and managed in the Ocean Portal. This will allow you to [see all your sent referrals in one place](#), clearly organized into folders according to their current status.

### Step 6: Managing eReferrals Declined by Central Intake

- If your referral is declined you will [receive an email notification](#) and the referral can be found in both the 'Needs Review' and 'Declined' status folders on your [eReferral page](#).
- If the referral was declined due to missing information (see the "[Messaging](#)" section within the eReferral for the reason), it can be resubmitted to central intake using the Resubmit option in the [Action Menu](#).