

## How to Accept Referral via MEDrefer Website:

1. Go to the website ([www.medrefer.com.au](http://www.medrefer.com.au))
2. Click on Login and enter login email and password.
3. Click on 'Accept Referral' in the blue header at the top of the page.



4. Enter unique 6-digit code (\*\*\*-\*\*\*) then click 'Search'.

### Accept a Referral

Enter the referral code

5. You will now be able to see the referral details: Summary, referring practitioner, date the referral was created, patient name and date of birth.

## Accept Referral

This is an overview of the referral created by Dr A General. When the patient (R. Aarandom) has contacted your practice, please respond by accepting the referral or rejecting the referral if you are unable to see the patient.

### Referral Details: MNY-GZR

Summary:  
referral for pain as.

From: Dr A General	Created: 9 Jun 2017
Patient Name: R. Aarandom	Date of Birth: Not Available

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### Referral Letter

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Accept Referral  Reject Referral

Confirm Appointment for:

Send a copy of the referral via fax  Update my availability

Fax Number:  Next available on:

I will put in an appointment time later.

- To accept the referral, you can ring the patient straight away to book an appointment and enter the date and time in the appropriate boxes, or simply click the box 'I will put in an appointment time later'.

**Optional:** You can forward the referral to a fax number by clicking on the small box next to 'Send a copy of this referral via fax'. If a fax number is already in your profile, the number will automatically be in the Fax Number box, however if you wish to send to a different number simply click in the fax number box and enter the new number.

- Click Accept Referral.
- The status of the referral has now changed to 'Accepted'. You will now be able to print the referral or download straight to your clinical software as either as a PDF or HL7 document.

Referral	Issued By	Issued On	Appointment	
MNY-GZR	Dr A General	9 Jun 2017	Not Booked	Accepted

  

<b>ACCEPTED BY</b> Dr MEDrefer Specialist Provider No.: 0012345A 5/135 Margaret Street Toowoomba QLD 4350	<b>PATIENT DETAILS</b> Randall Aarandom someemail@email.com 0299991111 0404123456	<b>REFERRING DOCTOR</b> A General Provider No.: 4743200H mrgp@theprogramme.com.au 3335555
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referral for pain as. <a href="#">Read More</a>	<ul style="list-style-type: none"> <li>Print Details</li> <li>PDF Referral</li> <li>HL7 Referral</li> <li>Send Report</li> <li>Update appointment</li> <li>Cancel / Reverse</li> <li>Close / Archive</li> </ul>
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- If you wish to reject the referral, click the Reject Referral tab. A box will appear asking for a reason for rejection. Click on 'Reject Referral' to send the rejection and reason automatically back to the referring practitioner.