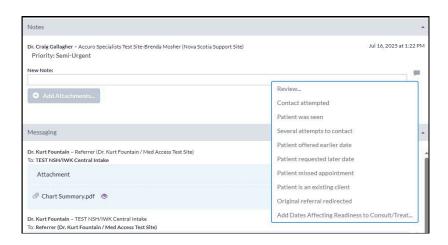
Ocean eReferral tip sheet Retroactively completing a referral - receiving providers

- 1. Open the referral in Ocean.
- **2.** Retrieve the past appointment date and outcome of the consult from your EMR.
- **3.** If necessary, enter the past appointment date. **Do not add or change anything in the**"Comments to Referrer and Patient" field, as this will generate an email sending the past appointment details to the patient.

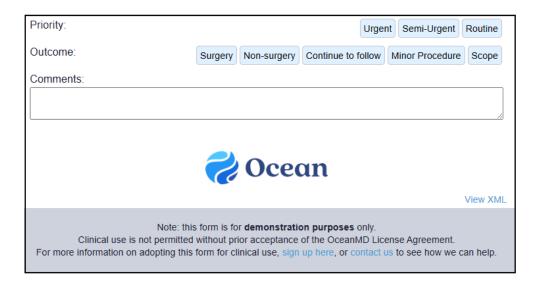


4. In the top right section, click the **message icon** at the end of the *New Note* box and select **Review**. (See Fig. 2).





5. Enter the appropriate consult outcome. You may include additional details as free text, if desired (see Fig. 3)



- 6. Click Save.
- 7. Click Completed.

