

# 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.

Scheduling

Appointment: Aug 21, 2025 1:30 PM Medium: In Person at 1288 Cow Bay Rd Anticipated Wait Time to Appointment: Confirmed

Comments for Referrer and Patient:

Add Attachments...

Any scheduling changes will send an email notification to the referrer. The patient must be notified separately.  
✔ This appointment information was confirmed by April McCabe (Accuro Specialists Test Site-Brenda Mosher) on behalf of the patient on Aug 19, 2025 at 2:51 PM.

Needs review: Disable Review Mode Decline Completed Next Close

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

Notes

Dr. Craig Gallagher - Accuro Specialists Test Site-Brenda Mosher (Nova Scotia Support Site) Jul 16, 2025 at 1:22 PM  
Priority: Semi-Urgent

New Note:

Add Attachments...

Messaging

Dr. Kurt Fountain - Referrer (Dr. Kurt Fountain / Med Access Test Site)  
To: TEST NSH/IWK Central Intake

Attachment

Chart Summary.pdf

Dr. Kurt Fountain - TEST NSH/IWK Central Intake  
To: Referrer (Dr. Kurt Fountain / Med Access Test Site)

Review...  
Contact attempted  
Patient was seen  
Several attempts to contact  
Patient offered earlier date  
Patient requested later date  
Patient missed appointment  
Patient is an existing client  
Original referral redirected  
Add Dates Affecting Readiness to Consult/Treat...

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

Priority:

Outcome:

Comments:

 [View XML](#)

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6. Click **Save**.

7. Click **Completed**.