

Daily Ocean Site Management

For all Ocean users

1. Review “Needs Review” Folder

- a. Respond to incoming communications
- b. Action eReferrals assigned for review
- c. Attach requested supporting documentation
- d. Import declined eReferrals for record-keeping

2. Manage Incomplete eReferrals

- a. Ensure all requested fields are completed
- b. Attach all necessary documentation
- c. Submit once completed

3. Maintain Data Quality

- a. Update patient demographics as needed
- b. Cancel eReferrals that are no longer required
- c. Modify eReferrals if the patient’s condition changes or worsens

4. Monitor Sent eReferrals

- a. Use secure messaging to follow up on eReferrals that remain unacknowledged beyond expected timelines