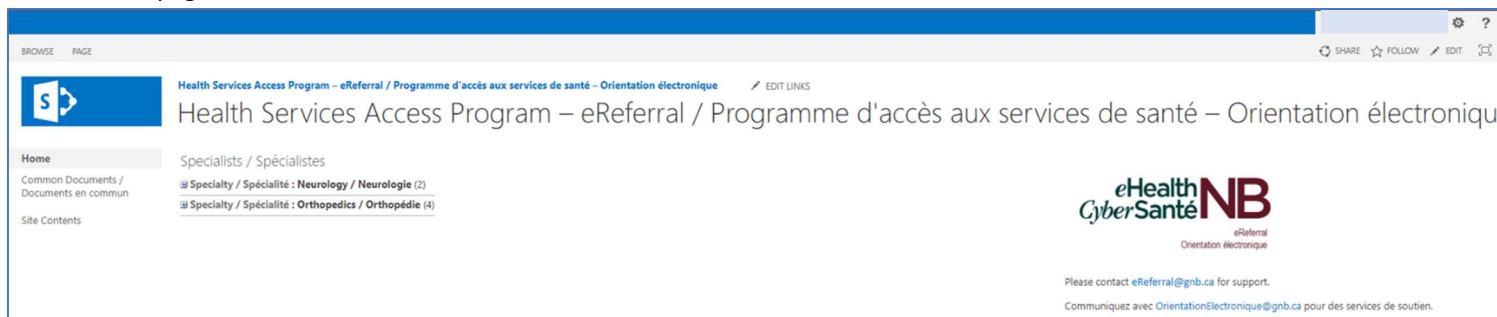
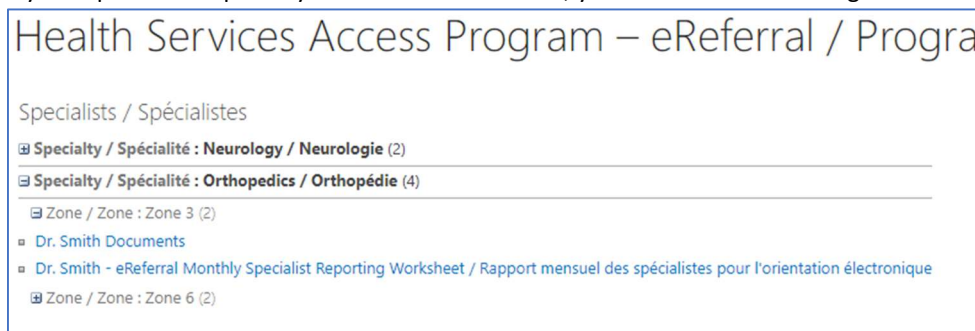


Reporting Monthly Referral Data

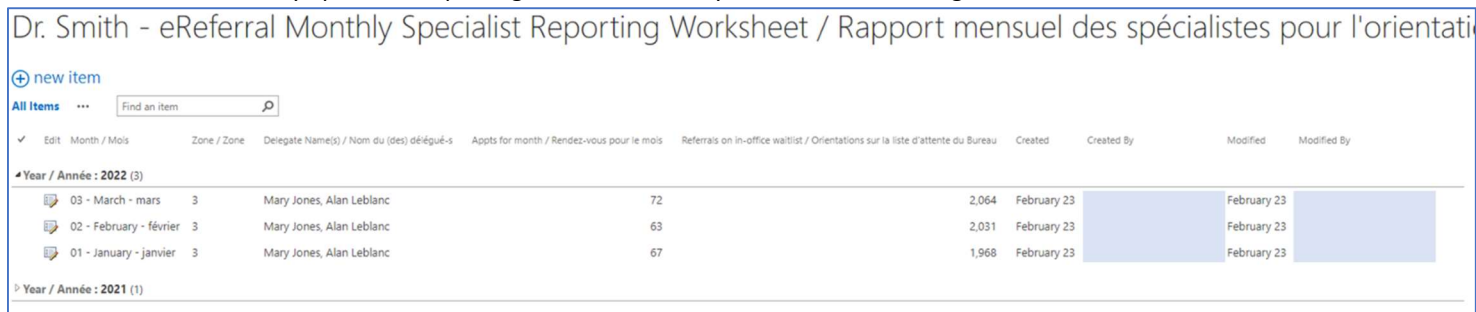
- By the third Monday of every month, each Specialist (or their MOA Delegate) must report the following information for the upcoming month:
 - The number of appointments that are expected to be scheduled for new patient consults.
 - The total number of referrals on the in-office waitlist.
- In your Web browser, go to <https://hsps.gnb.ca/sites/IEH/HSAP/SitePages/Home.aspx>. You may want to bookmark this for future use.
- You will see a page like this:



- If you expand the “Specialty” and “Zone” tree items, you should see something similar to the following:



- Click on “eReferral Monthly Specialist Reporting Worksheet” and you’ll see the following:



The screenshot shows a table with columns for 'Edit', 'Month / Mois', 'Zone / Zone', 'Delegate Name(s) / Nom du (des) délégué-s', 'Appnts for month / Rendez-vous pour le mois', 'Referrals on in-office waitlist / Orientations sur la liste d'attente du Bureau', 'Created', 'Created By', 'Modified', and 'Modified By'. The table is filtered for the year 2022 and shows three rows of data for March, February, and January.

Year / Année	Month / Mois	Zone / Zone	Delegate Name(s) / Nom du (des) délégué-s	Appnts for month / Rendez-vous pour le mois	Referrals on in-office waitlist / Orientations sur la liste d'attente du Bureau	Created	Created By	Modified	Modified By
2022	03 - March - mars	3	Mary Jones, Alan Leblanc	72	2,064	February 23		February 23	
2022	02 - February - février	3	Mary Jones, Alan Leblanc	63	2,031	February 23		February 23	
2022	01 - January - janvier	3	Mary Jones, Alan Leblanc	67	1,968	February 23		February 23	

eReferral Quick Reference for Specialist Reporting

6. Click on “new item” in the upper-left and complete the fields as described:

To be submitted by the Specialist or their MOA by the third Monday of each month. In the event of office closures, vacations, holidays, etc., this information must be submitted sooner to ensure eReferral assignments are processed correctly for the following month.

Le spécialiste ou son AMB doit présenter ce rapport le troisième lundi de chaque mois. En cas de fermeture des bureaux, de vacances, de congés fériés etc., les renseignements doivent être soumis plus tôt afin d'assurer le bon traitement des orientations électroniques pour le mois suivant.

Month / Mois *

Year / Année *

Zone / Zone *
Zone in which the specialist is located.
Zone dans laquelle le spécialiste est situé.

Delegate Name(s) / Nom du (des) délégué-s
Names of all staff working for the specialist who are set up in the EHR as their delegate.
Nom de tous les employés au service du spécialiste qui sont désignés comme délégués au sein du DSÉ.

Appts for month / Rendez-vous pour le mois *
Number of appointments for new patients that are expected to be scheduled for the upcoming month.
Nombre prévu de rendez-vous pour des nouveaux patients au cours du prochain mois.

Referrals on in-office waitlist / Orientations sur la liste d'attente du Bureau *
Total number of referrals waiting for a consult with the specialist. This number includes eReferrals (all eReferrals in the “My Accepted eReferrals” list in the EHR), pre-existing referrals, faxed referrals received outside of the EHR, etc.
Nombre totale d'orientation en attente d'une consultation avec le Spécialiste. Ce total comprend (Toutes les orientations électroniques qui figurent dans la liste “Mes orientations électroniques acceptées” dans le DSÉ), les orientations préexistantes, les orientations envoyées par télécopie qui ne figurent pas dans le DSÉ, etc.

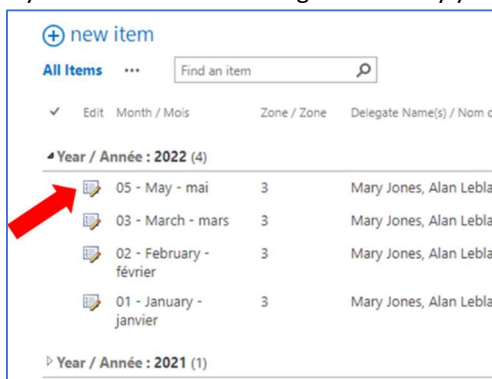
Notes - Comments / Notes - Commentaires
Any additional information the Access Staff should be aware of, such as staffing changes, planned office closures, etc.
Autre(s) information additionnel le Personnel Chargé de l'Acces doivent être au courant, tels que changement en personnel, fermeture de bureau planifiés, etc.

NOTE: select the Month and Year for the upcoming month. I.e. the month for which you're providing appointment and waitlist numbers. The asterisks (*) are used to indicate a required field and must be populated to 'Save' changes.

7. Click Save. Your new entry will be added to the list.

Editing an Entry

1. If you need to make a change to an entry you've already created, click the Edit button next to the entry you'd like to update:



✓	Edit	Month / Mois	Zone / Zone	Delegate Name(s) / Nom d
▲ Year / Année : 2022 (4)				
		05 - May - mai	3	Mary Jones, Alan Lebla
		03 - March - mars	3	Mary Jones, Alan Lebla
		02 - February - février	3	Mary Jones, Alan Lebla
		01 - January - janvier	3	Mary Jones, Alan Lebla
▶ Year / Année : 2021 (1)				

2. You can then change your responses to the questions. When you're done, click Save.
3. Once you've created an entry, please do not delete it.

IMPORTANT: The information provided above is necessary to ensure the eReferral assignment algorithm is maintained on a monthly basis in order to support the assignment of eReferrals to Specialists.