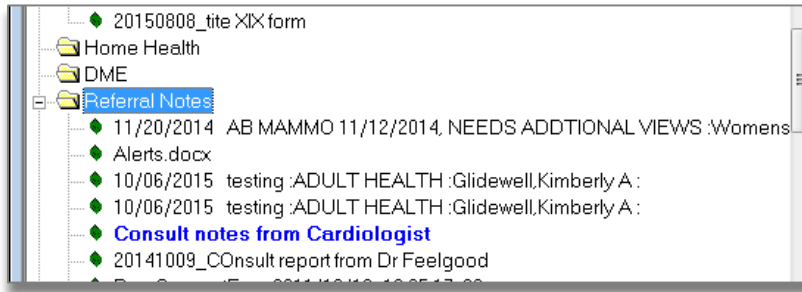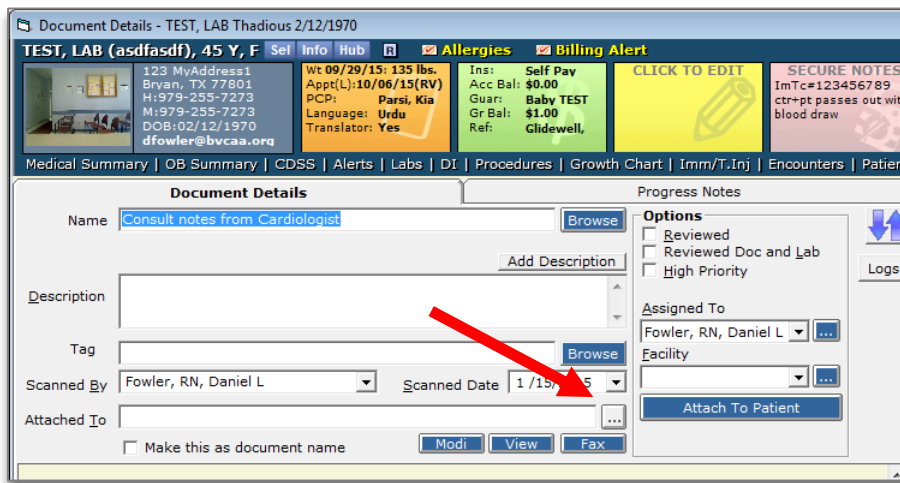Received consult notes can be attached directly to the Outgoing Referral by the following steps:

The un-reviewed Consult Note has to be filed in the *Referral Notes* section of Patient Documents

To attach this document, open the Consult Note to show *Document Details* and click on the ellipsis (…) beside the *Attached To* box

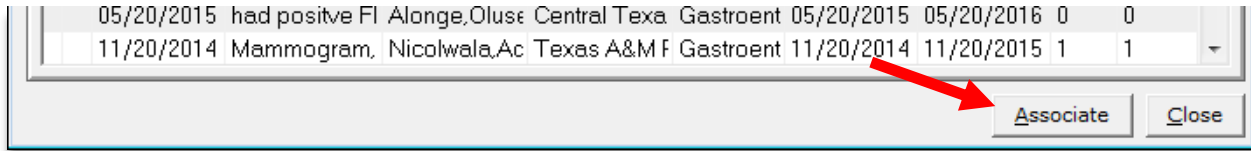The Referrals for screen should open, highlight the referral that you want to attach the notes to

Then click on the "Associate" button at the bottom of the same page. Page should close.

You should now see in the *Attached To* box, the referral that this note is now attached to. If desired, you can click on the *Make this as document name* and it will automatically update the document name and dating format.
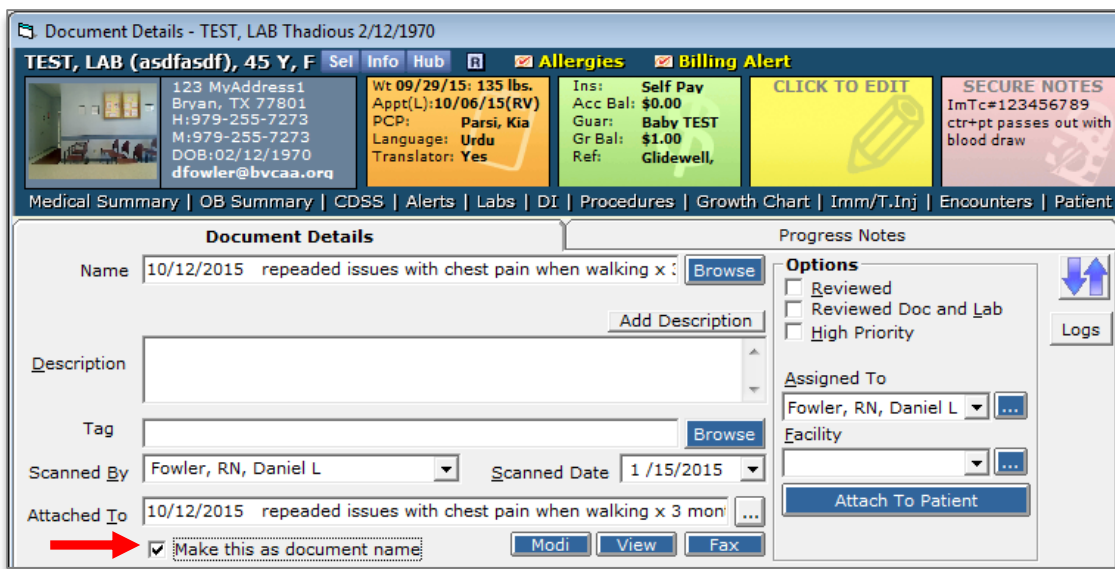
What is listed in the Reason section of the referral will be the name of document (if the *Make this as document name* option is used)
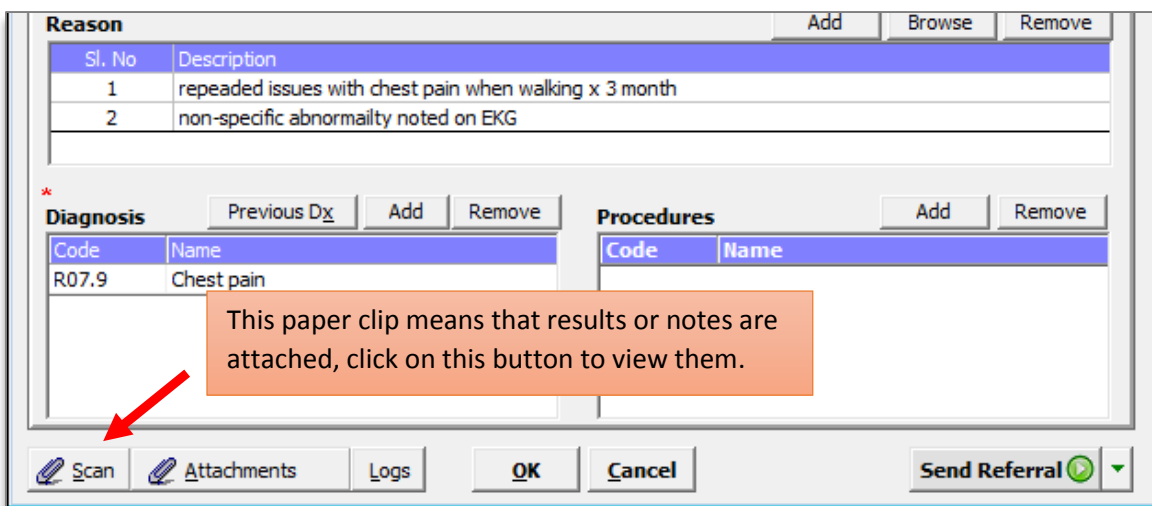
Mark referral as "Addressed" and send consult note to provider's "D" jellybean with note in the *Discerption* window (this is how we deal with labs and DI):