# ReferralNet
Secure Connectivity Solutions

# SENDING REFERRALS VIA

# PRIMARYCLINIC
User Guide

# SENDING REFERRALS VIA PRIMARYCLINIC

1. Open the patient file, and select **New Letter**



2. Click on the desired template, and click **OK**

3. Click on the search magnifying tab to search for the recipient



4. The following screen will appear

5. Select the dropdown for **Online Directory,** and click **Add**
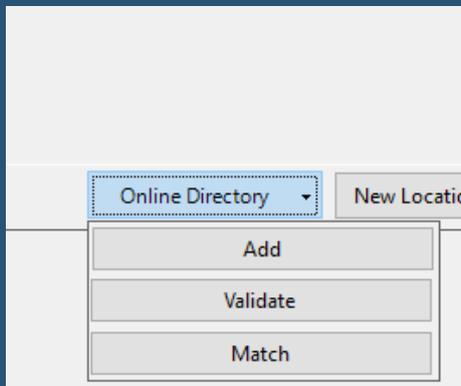


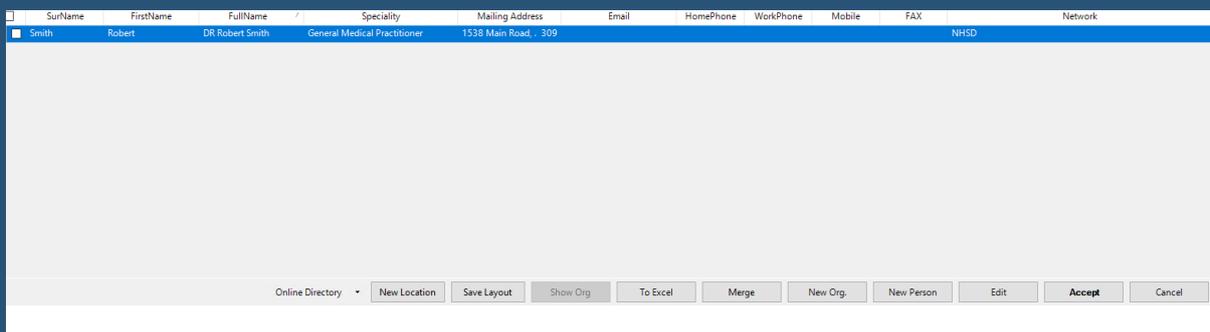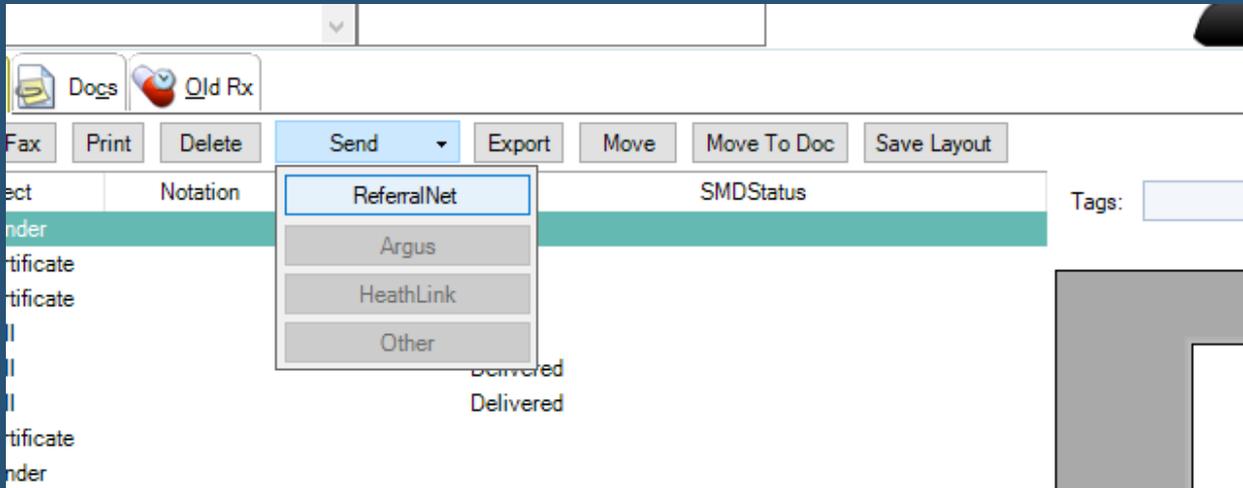6. You can now search via **Online Directory**, which pops up with ReferralNet and Argus users. Select the recipient, or copy to the **local address book** if the recipient isn't already saved
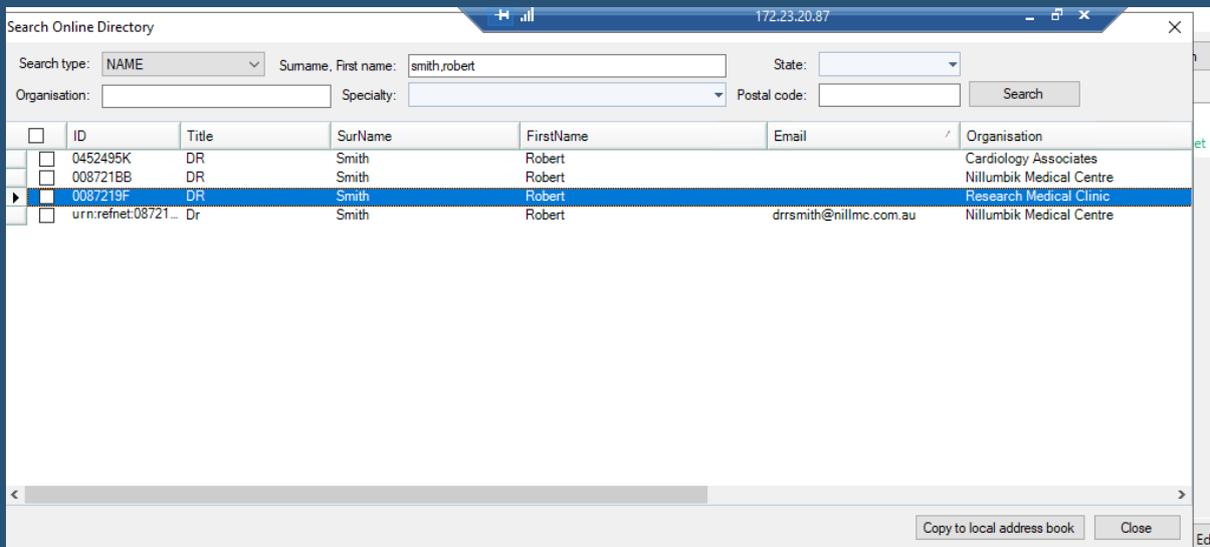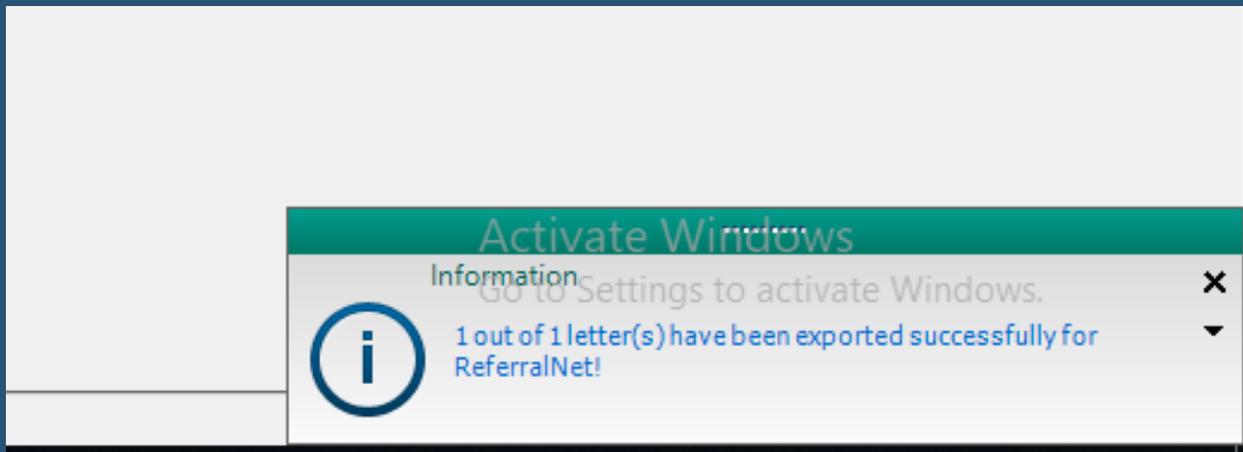


7. You can now accept and close the referral which will be saved in **Patient Profile**

8. Select **Send**, and click on **ReferralNet** as displayed below



9. This notification will appear if the referral/message has been successfully sent



10. If the recipient could not receive /retrieve your message, an email notification will be sent