

Quick Reference Guide

How to Submit an eOrder Referral

This quick reference guide provides details on how to submit an eOrder Referral and track future eOrder actions.

Submit and Book an eOrder

To submit and book an eOrder, the Sender Physician/Nurse Practitioner will complete the following tasks:

1. Login to HEALTHe NL.
2. Enter health care number into HCN field.
3. Click on the '[patient name](#)' to open patient profile.
4. Click the '[Referrals](#)' tab.
5. Click '[Create eOrder Referral](#)' from left side of screen.
6. Select the applicable exam type and procedure.
7. Fill out the contents of the form (i.e. calendar, symptoms, additional notes section, etc.)
8. Under 'Scheduling Priority,' note the Priority Value generated (P1, P2, P3, etc.) and note the booking prompt.
9. Review the 'Medications' section as a second source of medication history.
10. Review the 'Patient Details' section with patient.
11. Review the 'Providers' section to ensure the information is accurate.
12. Click the '[Submit](#)' button.
13. Click the '[Book](#)' action located in the top right of the screen.
14. Accept the defaulted appointment and click the 'Book' button **OR** refuse the defaulted appointment by clicking:
 - 'x'
 - 'Add'
 - Desired appointment date
15. Click the '[Book](#)' button to finalize booking.
16. To confirm appointment booking, click '[Patient Referrals](#)' and note 'Booked' workflow status.
17. Click the '[Envelope](#)' icon to print the eOrder Referral.

Tracking Future eOrder Actions

To keep track of all future eOrder actions (i.e. drafts, submissions, bookings, completed tests etc.) the Sender Physician/Nurse Practitioner will complete the following tasks:

1. Click the '[Home](#)' icon.
2. Click on '[Referrals](#)' from left side menu.
3. Click on '[My Referral Dashboard](#).'
4. Select the applicable worklist (My Drafts, Booked, Completed/Cancelled etc.)
5. Click on the '[patient name](#)' to open the eOrder Referral.