The **Schedule Referral** task is created by the system when a provider enters an order for a referral (example: referral to Cardiology). The clinical support staff either:

- Contact the referral department by phone to schedule the referral (examples: Cardiology, OB/GYN, Pulmonary, Neurology, Surgery, etc.)
- Fax the referral to the department that calls the patients themselves (examples: physical therapy, psychiatry, etc.) - Please check your print queue to ensure the faxes are going through.

To address the task in the EHR, the clinical support staff must:

1. Update the appointment status under Additional Details - (appt. scheduled or appt. not needed)
2. Annotate the order
   - Example – referral faxed; PT will schedule patient
   - Example - Cardiology appt. scheduled for 5/2/2011
3. Change the order status from Hold to Complete

This task is just for scheduling the referral. Do not have to wait for the referral documentation to come back to complete the order.

**NOTE:** Diagnostic/Procedure orders are not handled in this same manner. Wait for the procedure result to come back before we complete the order. For example: Cardiology and OB/GYN completes specialty orders.