

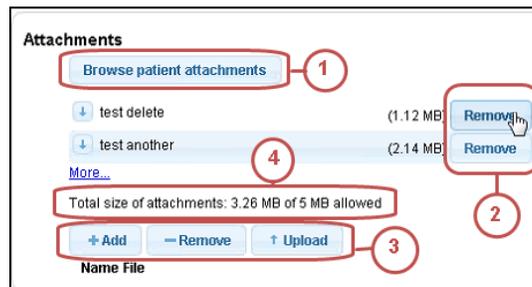
Clinical Care Documents can be attached in an “XML format” within the GLHC Referrals application to assist with Meaningful Use. “XML” is a way to send information from an Electronic Health Record. It’s another way to send information like PDF, Word, Excel, etc. but it is the only way approved for Meaningful Use. It also gives the receiving office the ability to incorporate the information into their EHR. This Quick Reference Guide will focus on attaching XML documents within a **Sent Referral**.

Saving an XML document

1. The first key to this process is to work with your EHR vendor on **HOW** to extract or save a CCD from your EHR/EMR vendor.
2. **Note: It will be very important to work with your Privacy and/or Security Officer to determine WHERE to save the CCD based on HIPAA guidelines.**
3. Make sure to label the document in a way that it will be easy for you to find the correct document when attaching it to a referral.

Attaching Documents when sending a Referral

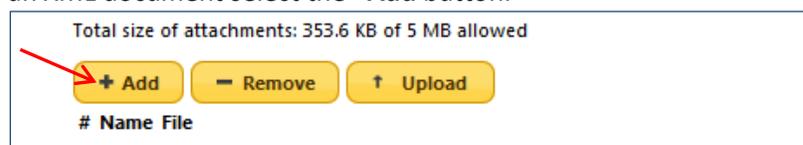
The **Attachments** section displays when you create a new Referral. It includes various options and functionality:



1. **Browse patient attachments:** (NOT AVAILABLE AT THIS TIME)
2. **Remove:** Allows users to remove an attachment from a referral.
3. **Add, Remove, Upload:** Provides increased manageability for adding new documents, removing the last attachment, and uploading attachments.
4. Displays the total size of attachments to manage the 10 MB attachment limit for each referral.

Attaching the XML documents

1. To attach an XML document select the **+Add** button.

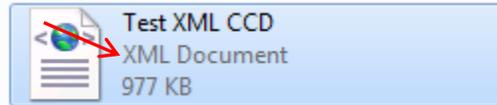


Attaching XML Documents: SENT Referrals

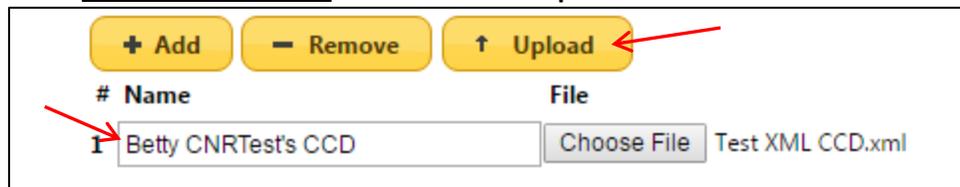
2. Search for previously saved document on your computer.



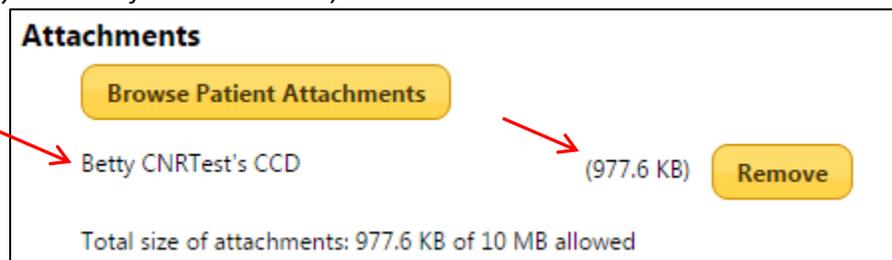
3. Prior to selecting your document, make sure that your type of document displays **XML Document**.



4. Make sure to NAME the document and then select **“Upload”**.

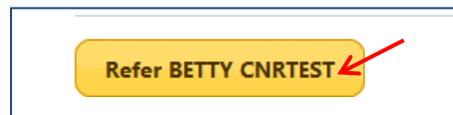


5. Confirm that your named uploaded document displays under **Attachments** (Hint: It should also display the size of the attachment).



Referring the Patient

When you have completed all sections of the referral, select **“Refer (Patient Name)”** at the top or bottom of the referral Homepage screen.



You can find more information on creating a referral, opening an XML attachment or other questions about the Referral application, on the GLHC website, visit, www.gl-hc.org/referrals.

For GLHC Command Center Referrals questions or issues, contact GLHC at (844) 454-2443 or e-mail support@gl-hc.org.