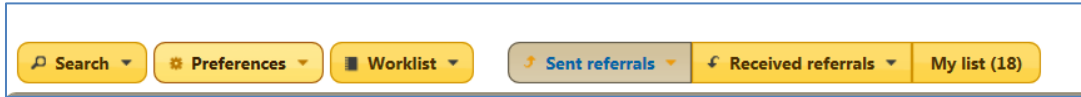
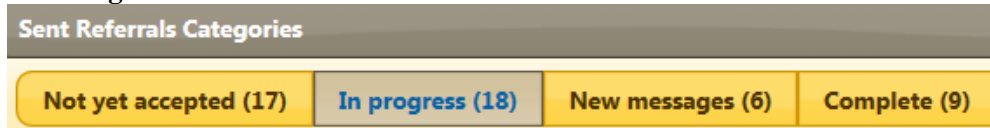


**Sending Providers are able to locate Referrals that have been scheduled by using the Search feature by using the following steps:**

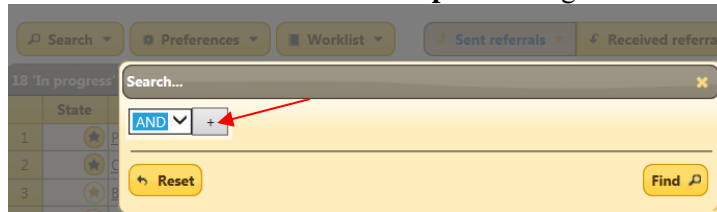
1. Log into the Command Center and open the Referrals application.
2. Click on the **Sent referrals** tab.



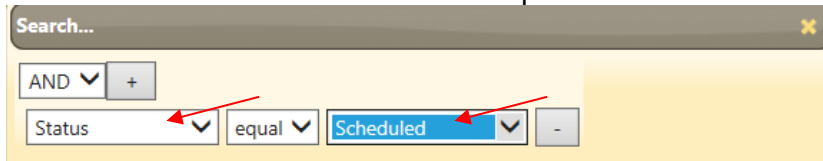
3. Select the **In Progress** tab.



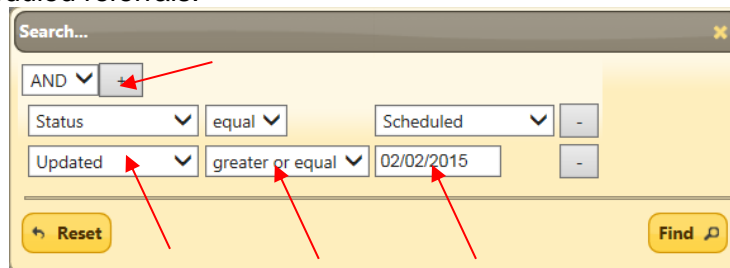
4. Select the **Search** tab to filter the list. Then select the **plus “+”** sign to add filter options.



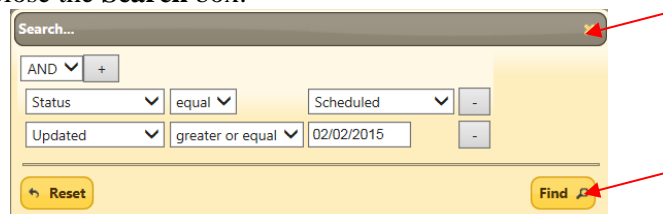
5. Choose **Status** and **Scheduled** in the search filter options



6. Click the **plus “+”** sign in the search box again, and filter for when list was last updated by selecting **Updated** and **greater or equal** and the date that you last printed or worked on your list of scheduled referrals.



7. Then select **Find** and close the **Search** box.

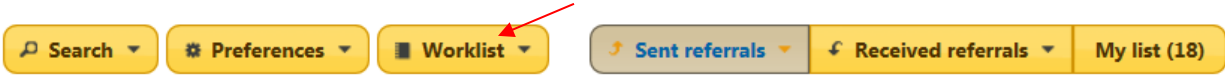


Only referrals with a recently updated **Scheduled** status will display.

## Printing the Worklist:

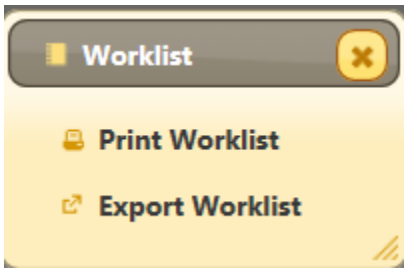
You can either work the list by opening each Referral, or you have the option of printing the selected worklist

### 1. Select Worklist



18 'In progress' Sent referrals found

### 2. The Worklist provides 2 options: Either a **Print Worklist** (PDF) or an **Export Worklist** (csv/Excel file) .



### 3. **Print Worklist** will display as follow:

Worklist - 10 'ReferralsBeingWorkedOn' Sent Referrals							
Criterion Selection: Status <b>SCHEDULED</b>							
#	Patient	Status	Sent To	Referred	Updated	Scheduled	Contacted
1	Black, Joe	Scheduled	YYY UPGRADE TESTING Specialty	06/06/2014 04:49 PM	11/05/2014 08:31 AM	10/30/2014 02:00 AM	No
2	Black, Joe	Scheduled	Cadillac Urology Practice	10/28/2014 07:38 AM	10/28/2014 08:48 AM	11/04/2014 03:00 PM	Yes
3	Healthcare, Jimmy	Scheduled	YYY UPGRADE TESTING Specialty	06/12/2014 01:37 PM	10/21/2014 02:41 PM	10/29/2014 09:00 AM	Yes
4	Sawyer, Tom	Scheduled	YYY UPGRADE TESTING Specialty	09/23/2014 02:17 PM	10/21/2014 01:43 PM	10/23/2014 08:00 AM	Yes
5	Sawyer, Tom	Scheduled	YYY UPGRADE TESTING Specialty	09/22/2014 03:31 PM	10/21/2014 01:43 PM	09/25/2014 03:30 PM	Yes
6	TESTING, Katie	Scheduled	YYY Steve Test Clinic	02/28/2013 07:43 AM	10/20/2014 02:44 PM	03/06/2013 10:00 AM	Yes
7	TESTING, Katie	Scheduled	YYY Steve Test Clinic	02/28/2013 04:23 AM	10/14/2014 10:36 AM	02/28/2013 08:00 AM	Yes
8	ONE, TEST	Scheduled	YYY Steve Test Clinic	06/09/2014 04:29 PM	09/23/2014 02:50 PM	06/10/2014 01:00 PM	Yes
9	PATIENT, Penny	Scheduled	YYY Steve Test Clinic	02/28/2013 04:20 AM	02/28/2013 04:26 AM	04/05/2013 05:00 AM	Yes
10	Black, Joe	Scheduled	YYY Steve Test Clinic	02/28/2013 12:26 AM	02/28/2013 12:31 AM	02/28/2013 12:30 PM	Yes

**Note:** In order to view all referrals again, go back into **Search** and select **Reset**.

