



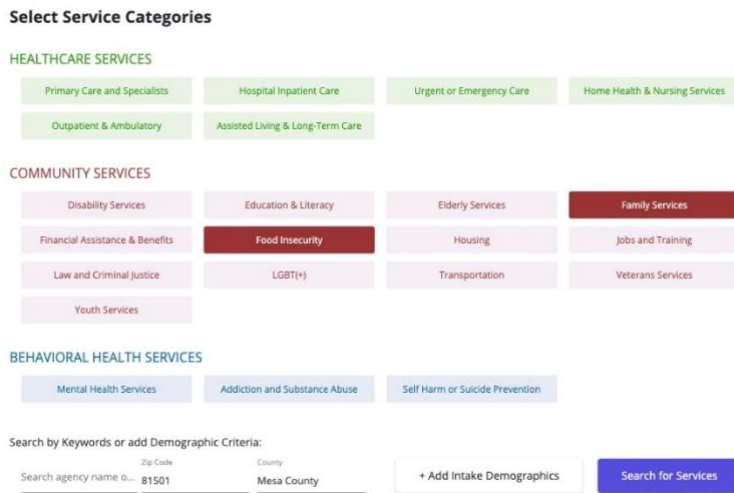
# Referrals

## Sending a Referral

1. From the Client Profile page, click on Find Resources

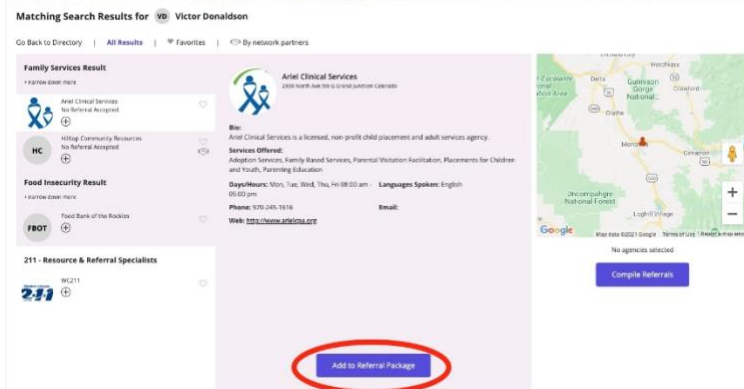


2. Select the service category for the referral and click Search for Services

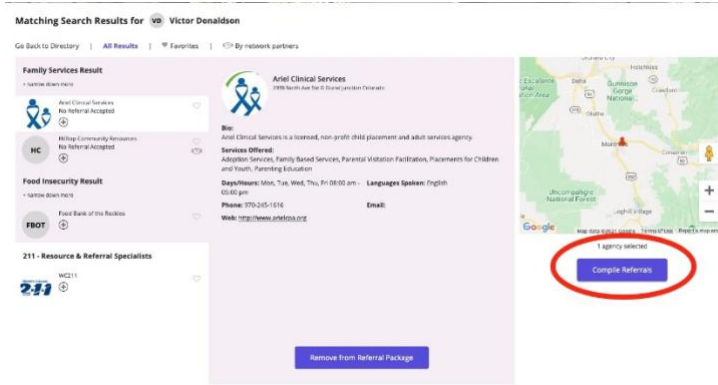


3. Select the agency you wish to send the referral to and click Add to Referral Package

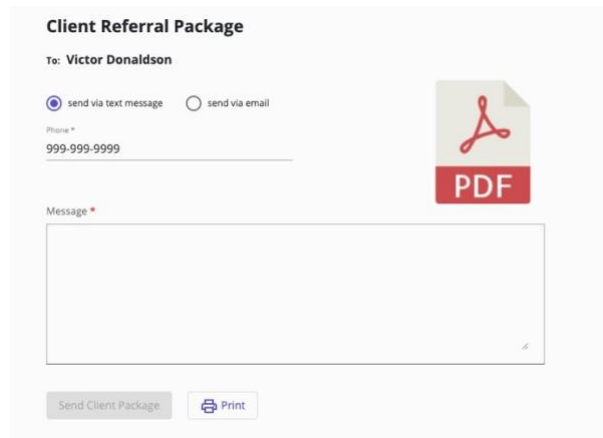
**Pro Tip:** You can add as many agencies to the referral package as needed.



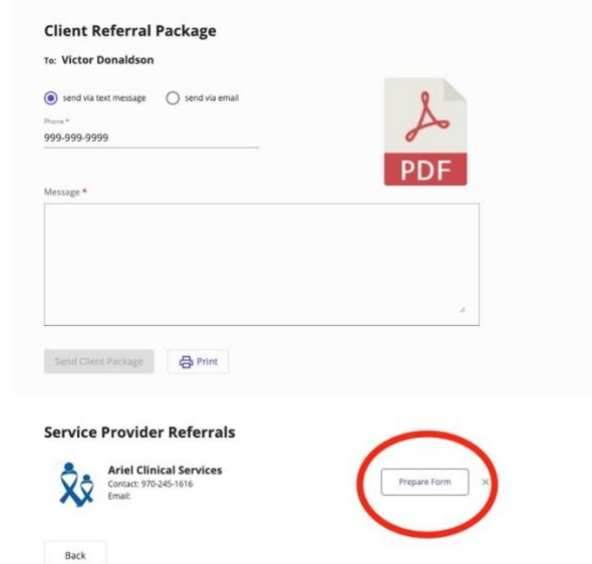
4. Click on Compile Referrals



- 5. **Pro Tip:** You can send the referral package to the client via text message or via email. If they have provided their contact information, it will automatically populate. If not, you can enter it yourself.
  - a. Please note: Do not enter any PHI information into the Message. This message will be sent to the client and will not be encrypted.



- 6. At the bottom of the page click on Prepare Form next to the agency name.  
**Pro Tip:** Referrals you make will show on your task feed with the current status.



- 7. Choose one of the 3 options
  - a. Electronic Referral – Can only be made to CRN Partner Organizations.
  - b. Paper Referral

- c. Hand-Off – This is where you can Log a Referral for non-partner organizations, or make an express referral for network partners.

**Ariel Clinical Services Referral Form**

Date Created: 01/19/2021      Agency Sent From: QHN  
Sent by: Jeff Stoddart      Contact Phone: 970-248-0833

Electronic Referral    Paper Referral    **Hand-Off**

**Log or Make Express Referral**

Make Express Referral Now    **Log Referral**

Referral Request to \*

Save    Save As Draft    Cancel

8. Fill in all required information and click Send/Save.

**Pro Tip:** Make sure to double check if any additional documentation may be needed for the receiving organization.