



**Placing a Referral Order for a Community Resource Specialist**

To refer to a Community Resource Specialist for an Inpatient ALWAYS place an Ambulatory Referral Order. Make sure to specify whether the order is for the General (all non-Oncology patients) or Oncology (only Oncology patients) Resource Specialist so that the CRC can easily retrieve their referrals.

Action	Description
1. Social Work Navigator	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the <i>Patient Lists</i> Activity, under <b>My Lists</b>, click the drop down arrow next to the <b>My Patients</b> folder.</li> <li><input type="checkbox"/> Click on . Locate the patient you want to document on and double-click on the patient’s name to open the chart. By default, you will be in the Summary Activity.</li> <li><input type="checkbox"/> Click on the  Activity tab (left side activity tabs) to open the Social Work Navigator, which is the default specialty navigator for all social workers.</li> </ul>
2. Orders	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the Pt Care Referral Form section of the Navigator, open the <b>Orders</b> workspace.</li> <li><input type="checkbox"/> In the “Additional Outpatient Orders” Search Box, type “Amb MGH Community Resource” and click .</li> <li><input type="checkbox"/> Find the Ambulatory referral to MGH Social Work Community Resource Specialist and double click on the row to Accept.</li> <li><input type="checkbox"/> Complete Details of Referral Order by completing all “hard stops”  <ul style="list-style-type: none"> <li>o In the <i>Priority</i> field select </li> <li>o In <i>Patient Type</i> field specify General or Oncology</li> <li>o Click the quick button that confirms you are a member of the Social Service Dept.</li> <li>o In the <i>Reason for Referral</i> field write a very brief comment (i.e. housing)</li> </ul> </li> <li><input type="checkbox"/> Use  (bottom left) to free text additional pertinent information about the referral in the Comments field</li> <li><input type="checkbox"/> Click  (bottom right)</li> <li><input type="checkbox"/> Click  (bottom right)</li> </ul>
2. Sign Orders	<ul style="list-style-type: none"> <li><input type="checkbox"/> In the “Providers” pop-up window enter the Order mode: <ul style="list-style-type: none"> <li><u>LICSWs:</u> <ul style="list-style-type: none"> <li>o <b>Order Mode:</b> Per Protocol No Cosign Required</li> <li>o <b>Ordering Provider:</b> Your Name</li> <li>o <b>Authorizing Providers:</b> Your Name</li> </ul> </li> <li><u>LCSWs:</u> <ul style="list-style-type: none"> <li>o <b>Order Mode:</b> Per Protocol No Co-Sign Required</li> <li>o <b>Ordering Provider:</b> Your Name</li> <li>o <b>Authorizing Providers:</b> Your Clinical Supervisor</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Click <b>Accept</b>.</li> </ul>