



Health Practitioner Referral to the Mental Health Therapist

Development Date:	January 18, 2019	Reviewed/Revised Date:	October 28, 2019
Intended Users:	CHNs, Physicians, Nurse Practitioners, Mental Health Therapists		

STEP:	PROCESS:
1.	Under Referral Forms, select the Multidisciplinary Client Referral Form.
2.	Check the Mental Health box and complete <u>all</u> fields of the Multidisciplinary Client Referral Form.
3.	Press "OK" to post the referral form to the patient's EMR.
4.	Under Encounter Notes, right click on the posted Multidisciplinary Client Referral Form.
5.	Select "Send Task".
6.	Under the Task drop down menu, select "MHT Referral".
7.	Click on the Mental Health Therapist heading (this captures both Therapists) as recipients.
8.	Under "Note" include any additional relevant information to the therapist as needed.
9.	There is no need to print off the referral form.
10.	Press "OK" to send Task.
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