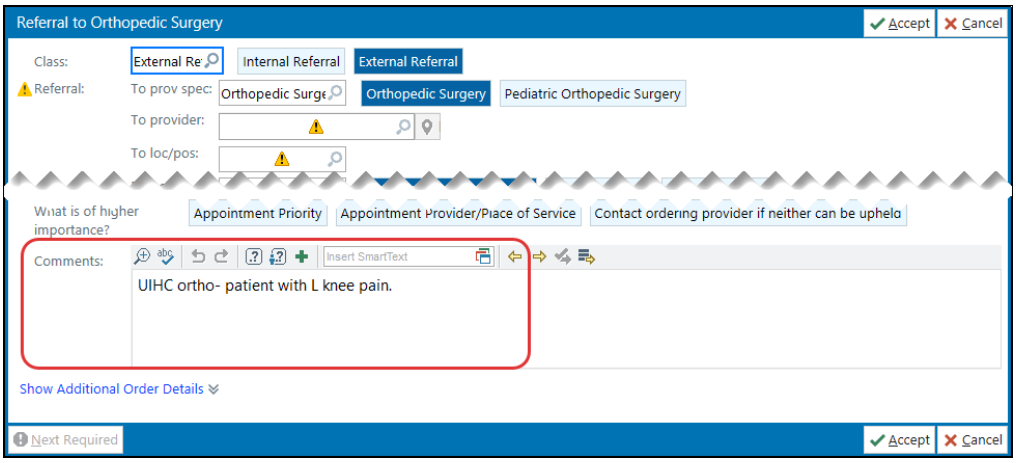
UIHC Referral Care Everywhere Workflow

UnityPoint Health

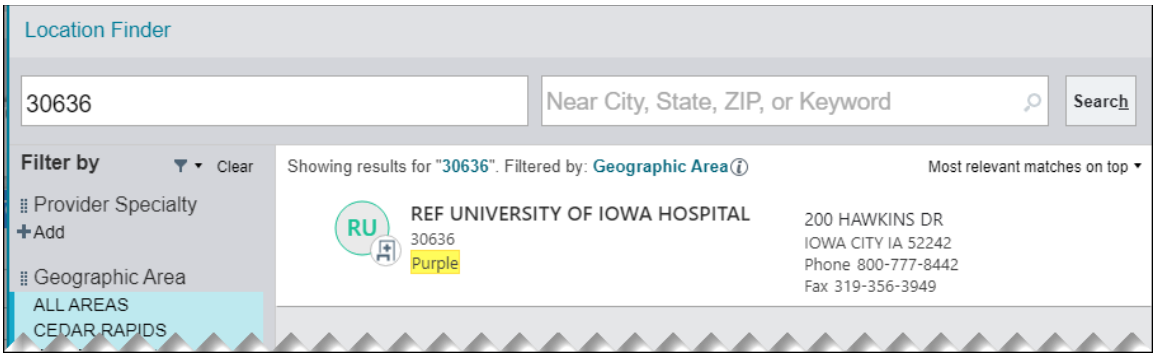
The University of Iowa can now view & schedule referrals that are ordered in UnityPoint departments. This workflow eliminates the need to use the UIHC portal.

Referral Center Workflow

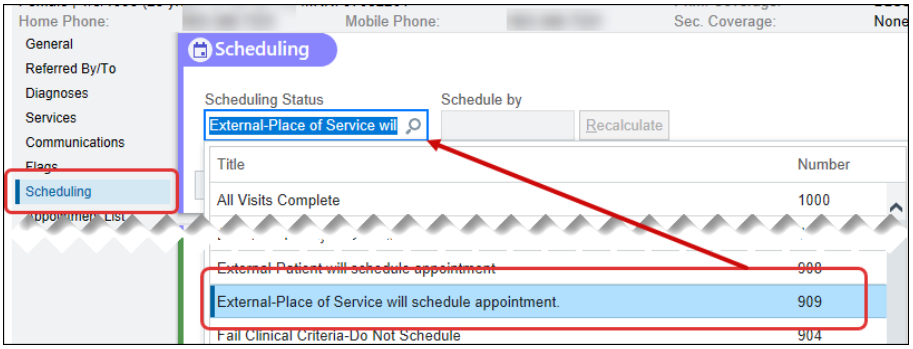
1. The clinic will enter the referral to UIHC and use the **Comments** section to indicate the provider preference/additional needs.



2. The Referral Center will open the referral and fill in the **Place of Service** to UIHC (**30636**).

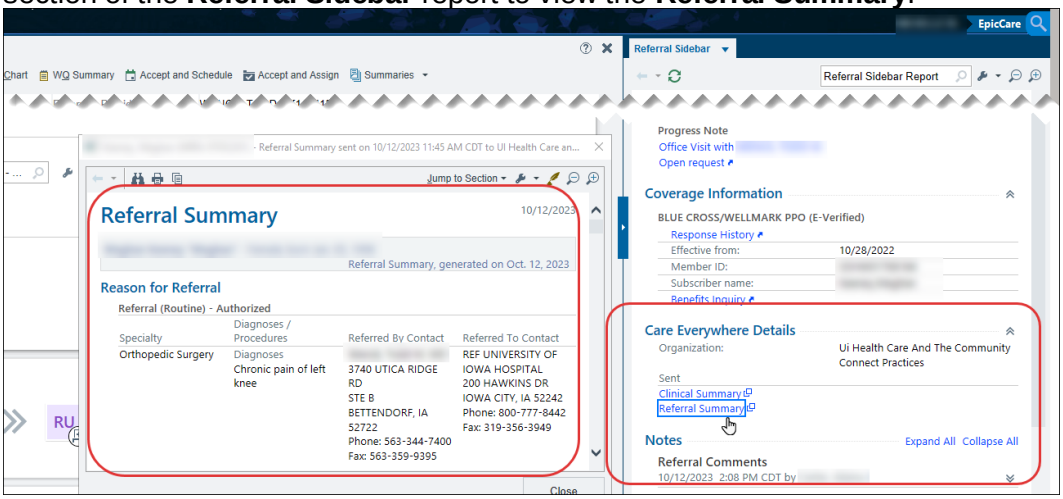


3. Navigate to the Scheduling section and update the **Scheduling Status** to **External-Place of Service will schedule appointment (909).**



!	This status update is what triggers the CCDA Referral document to be sent onto the UIHC WQ to be scheduled. If this is not updated to the correct status, UIHC will not see the referral in their WQ to schedule.

4. To verify this document has been sent to the UIHC WQ, look under the **Care Everywhere Details** section of the **Referral Sidebar** report to view the **Referral Summary**.



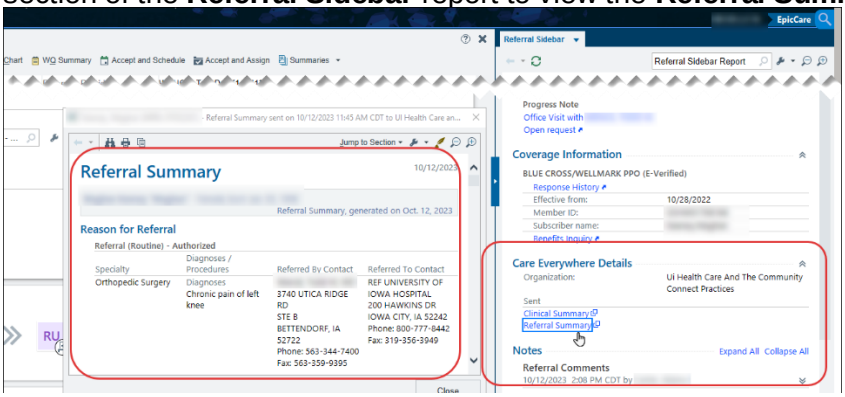
Clinics Working Referrals Workflow

1. The clinic will place UIHC referral and adding the **Place of Service** of [**UIHC 30636]**.

2. From the referral workqueue > open the referral > navigate to the **Scheduling** section to update the **Scheduling Status** to **External-Place of Service will schedule appointment (909).**

> **!** This status update is what triggers the CCDA Referral document to be sent onto the UIHC WQ to be scheduled. If this is not updated to the correct status, UIHC will not see the referral in their WQ to schedule.

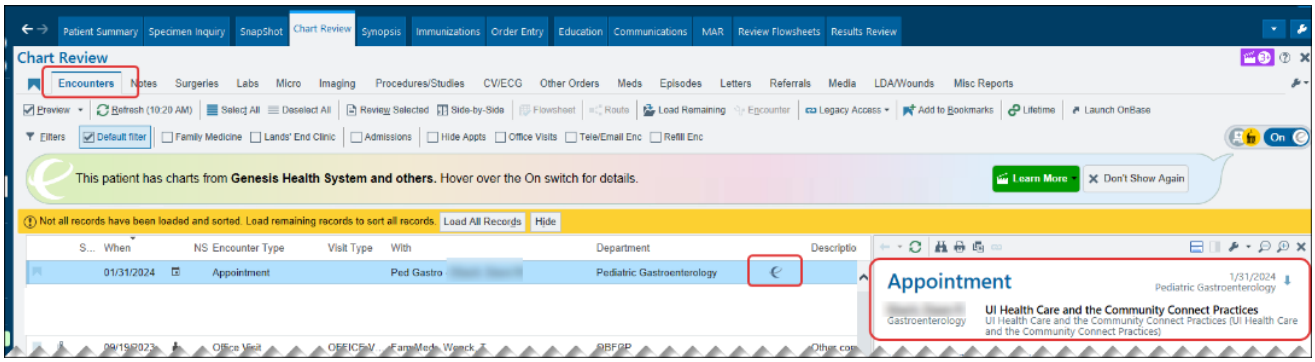
3. To verify this document has been sent to the UIHC WQ, look under the **Care Everywhere Details** section of the **Referral Sidebar** report to view the **Referral Summary**.



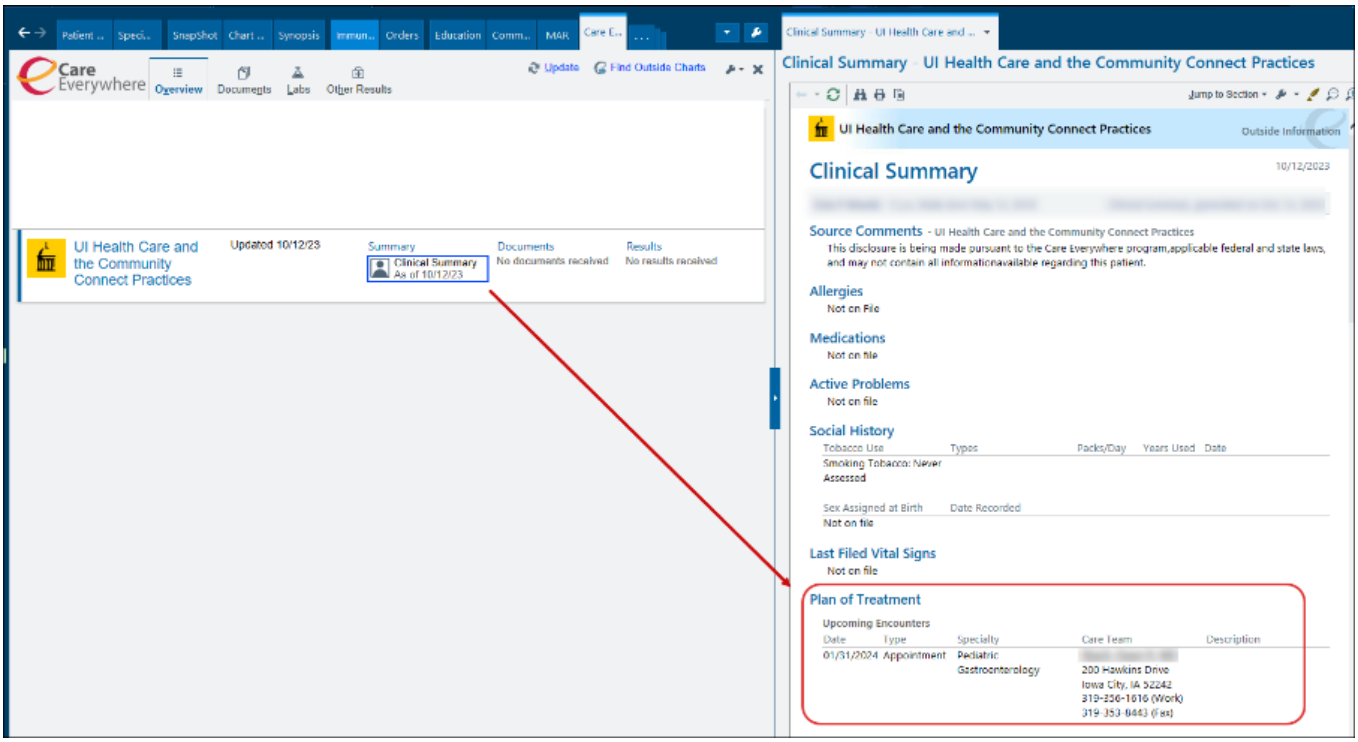
UIHC Referral Care Everywhere Workflow

Identify UIHC Appointment Information

1. **Chart Review** > **Encounters** tab with the icon.



2. Open **Care Everywhere** > **Documents** > **UIHC Clinical Summary** under the **Plan of Treatment section**



© 2023 Epic Systems Corporation. Confidential.