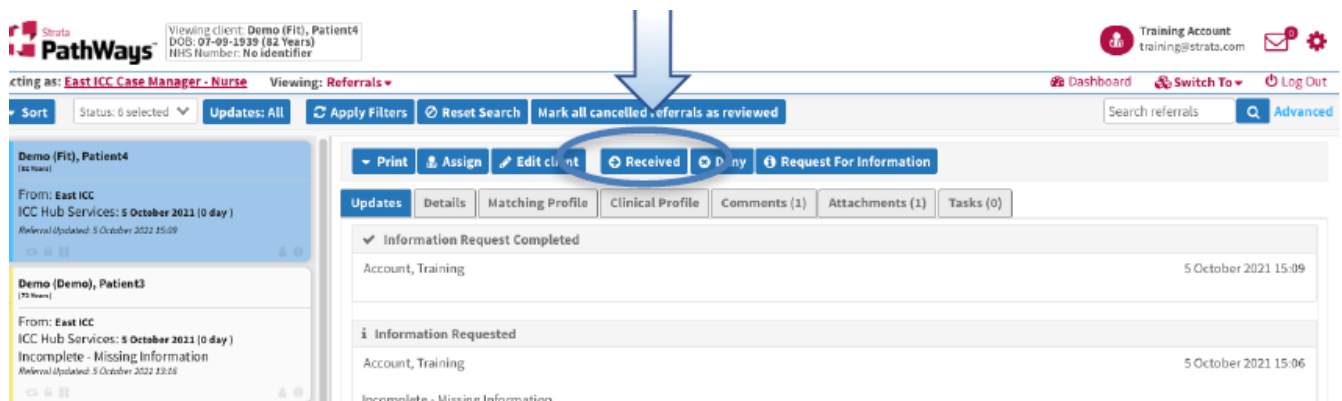
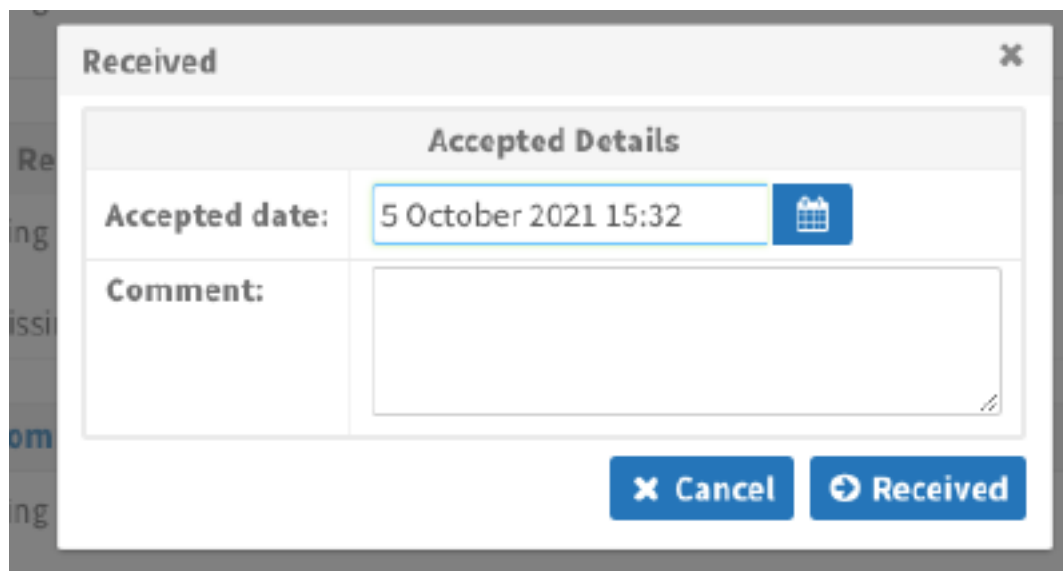


# Accepting Referral

Once the patient referral details have been reviewed and you wish to accept the referral (or mark as reviewed), click accept or received (depending on your care type)



The Accept or Received dialogue box opens.



The Accepted date defaults to today's date however, if you are accepting the referral retrospectively you can click on the icon next to the date box and select the appropriate date from the ones available. Once selected click on the Accept or Received button at the bottom of the window.

The referral tile now gets updated. The vertical colour band changes from blue to GREEN and is updated with the wording of ACC indicating that the

referral has been Accepted



**A**  
**C**  
**C**

**Mr Demo (Demo), Patient2**  
(86 Years)

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**From: East ICC**  
**ICC Hub Services: 5 October 2021 (0 day )**  
*Referral Updated: 5 October 2021 13:16*

Refresh Lock List User Profile

The Referrer's dashboard is also updated with an Accepted status, so the referrer knows that the referral has been accepted.

#### **PLEASE NOTE:**

Clicking the ACCEPT button is an important action as you will NOT be able to forward, redirect, assign, make appointments or admit the referral unless this step has been taken.

By clicking ACCEPT, the referrer (also known as the Sender) will be able to see that you have accepted the referral and that the referral is waiting for the patient to be admitted into your service.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=325>