When you log in, the Referrals Received list defaults to show active referrals for your selected site, using the My List filter. My List includes the filters you have set up in your Preferences for the selected site.

Ref	erra	ls Rece	eived												
≞	Refe	rrals Rece	ived												
SE	ARCH C	RITERIA													
	Stat	:New ×	Stat: R	Received ×	Stat: Accept I	Pending ×	Stat: Offered ×	Stat: Accept Of	fer × Site: N	AASS GENERAL BR	RIGHAM HOME C	ARE ×	View by List: My List 🛛 🗙		×
	Ente	er Name Las	st, First		STATUS 🗸	SITES 🗸	VIEW BY LIST	Ý							
															Referrals: 557
ſ	I	M	Q	P/A	PATIENT 🕈	INSURANCE	CITY, STATE	FROM	DISCH. DATE	SOC/ROC	SERVICE	PROGRESS	STATUS	CASE OWNER	PRIMARY/DISCHAR(
		0			adams, salvato	tufts health plan	west newton,	Brigham and	Act. 12/20/20		RN, Physical T		Offered	Cormier, Carol	Encounter for
		1			adams, maureen	united healthc	dorchester, ma	Brigham and	Act. 12/12/20		RN, Physical T	REG;	Offered	Kelly, Margare	COVID 19+
		0			adraneda, soco	blue cross blue	. raynham, ma	Massachusetts	Act. 12/16/20		RN, PT		Offered	Lanni, Wendy	Klebseilla bact
		0			agenor, babya j	blue cross blue	. malden, ma	Massachusetts	Act. 12/12/20	SOC: 12/14/2	RN	REG;	Accept Offer	Lovett, Joan	Prematurity

## Viewing ACTIVE referrals with unread messages

1. Click the VIEW BY LIST menu.



2. Click the option for Referrals With Unread Messages.

Referrals Received	My List	
E Referrals Received	Referrals With Unread Messages	
SEARCH CRITERIA		
Stat: New X Stat: Received X Stat: Accept Pending X Stat	Referrals With Unmapped Towns	GENERAL BRIGHAM HOME CARE × View by List: My List ×

Only active referrals for the selected site that have unread messages are included in the list. Active referrals have one of the following statuses: New, Received, Accept Pending, Offered, or Accept Offer.

ferrals Rec	eived											
Referrals Rec	eived											
SEARCH CRITERIA												
Stat: New 🗙	Stat: Received	<ul> <li>Stat: Accept I</li> </ul>	Pending ×	Stat: Offered ×	Stat: Accept Of	fer × Site: M	IASS GENERAL BI	RIGHAM HOME CA	ARE × View	w by List: Referrals <sup>v</sup>	With Unread Messa	ges ×
Enter Name La	ast, First	STATUS 🗸	SITES 🗸	VIEW BY LIST	~							
												Referrals: 53
!	D P/A	PATIENT 🕈	INSURANCE	CITY, STATE	FROM	DISCH. DATE	SOC/ROC	SERVICE	PROGRESS	STATUS	CASE OWNER	PRIMARY/DISCHA
1		adams, maureen	united healthc	dorchester, ma	Brigham and	Act. 12/12/20		RN, Physical T	REG;	Offered	Kelly, Margare	COVID 19+
1		arbetter, rober	blue cross blue.	. chestnut hill, ma	Brigham and	Act. 12/10/20	SOC: 12/11/2	PT	REG;	Accept Offer	Cormier, Carol	bilateral pulmo
1		carone, valerie	united healthc	swampscott,	Massachusetts	Act. 12/14/20				Offered	Belliveau, And	





## Referrals Received – displaying ALL unread messages

## Viewing ALL referrals with unread messages

1. Click the VIEW BY LIST menu.



2. Click the option for Referrals With Unread Messages.

Referrals Received	My List	A
E Referrals Received	Referrals With Unread Messages	
Stat: New × Stat: Received × Stat: Accept Pending × Stat:	Referrals With Unmapped Towns	GENERAL BRIGHAM HOME CARE × View by List: My List ×

3. Click the STATUS menu.

<u></u>	Referrals Recei	ved				
5	SEARCH CRITERIA					
	Stat: New 🗙	Stat: Received ×	Stat: Accept Pe	ending ×	Stat: Offered ×	Stat:
	Enter Name Last	t, First	STATUS ~	SITES 🗸	VIEW BY LIST	v.

4. Click the Inactive option on the drop-down list.

Referrals Received	Active	1				
Referrals Received	New					
SEARCH CRITERIA	Received	at: Offered ×	Stat: Accept Off	ier × Site: M	IASS GENERAL BF	RIGHA
	Accept Pending					
Enter Name Last, First	Offered	VIEW BY LIST	ŕ			
	Accept Offer					
	Inactive					
! M 🕅 P/A PA	Denied	CITY, STATE	FROM	DISCH. DATE	SOC/ROC	SERV
ad:	Canceled	dorchester, ma	Brigham and	Act. 12/12/20		RN, F
art art	Retracted	chestnut hill, ma	Brigham and	Act. 12/10/20	SOC: 12/11/2	PT
1 car	Finalized	swampscott,	Massachusetts	Act. 12/14/20		
					000 40/47/0	

All referrals for the selected site that have unread messages are included in the list.

Referrals Receive	ed											
RCH CRITERIA												
Stat: New ×	Stat: Received ×	Stat: Accept	Pending ×	Stat: Offered ×	Stat: Accept Offe	er × Site:	MASS GENERAL	BRIGHAM HOME	CARE ×	View by List: Referra	ils With Unread Mess	ages ×
Stat: Denied ×	Stat: Canceled	× Stat: Retr	acted ×	Stat: Finalized ×								)
Enter Name Last, F	irst	STATUS 🗸	SITES 🗸	VIEW BY LIST	Ŷ							
												Referrals
		DATIENT A		CITY STATE	EROM		500/800	SERVICE	DROGRESS	STATUS	CASE OWNER	DPIMA PV/DISCL