

MyWai - Referrals

Manual Entry of RMS Referrals

04/04/2025

Overview

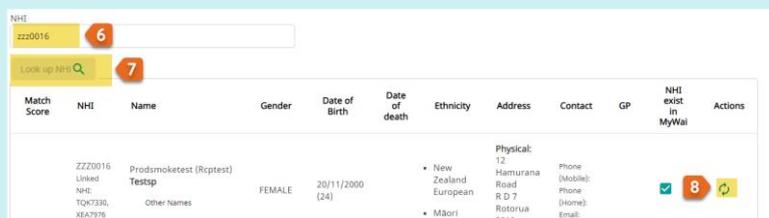
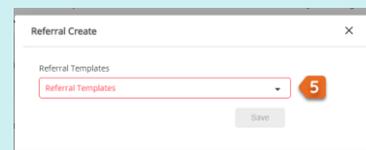
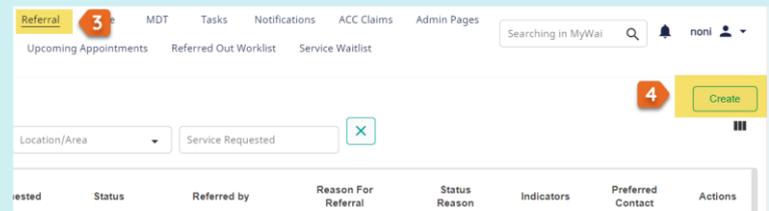
Sometimes due to an error an RMS referral may not load correctly into MyWai.

This guide outlines the process for manually entering RMS referrals into MyWai.

Manual Entry Process

1. Process the referral as usual in RMS Lite
2. Download a copy of the RMS referral (and any other documentation/images)
3. Go to the MyWai **Referral** worklist
4. Click **[Create]**

5. Select the required **Referral Template** and click **[Save]**
6. Type in NHI
7. Click [Look up NHI]
8. Click the Actions icon
9. Click [Yes] (to the message)



10. Scroll down and enter at least one contact detail

Note:

Updating contact details in a referral does not update back to the person's record.

11. Scroll down and enter the following details (bottom of the form):

- A. Referred By Name
- B. Referred Date
- C. Reason for Referral (high level)
- D. Service been Requested
- E. Proposed Service Location
- F. Upload any images
- G. Update copy of RMS Referral

Note:

If you do not have an image upload or upload button here; please upload this in the triage form

12. Click **[Submit]**

13. In the same screen you started:
Enter the persons' NHI

14. Click on the Referral icon

15. Click **[Complete]** > **[Submit]**

16. Select Priority

17. Click the Triage Form pencil icon

18. Scroll to the bottom and click **[Submit]** (or click [Next] until you can click [Submit])

Note:

There is no need to re-triage this referral in MyWai, we are just completing the triage form so we can proceed forward

19. Click [Accept] and [Submit]

20. Click [Add to Service Waitlist]
OR [Add Collaborative Care Team]

Proceed as usual.

The screenshots illustrate the following steps in the MyWai system:

- Step 17:** Accessing the 'Triage Form' details page, which includes an 'Advice Given' button and a 'Priority' field.
- Step 18:** The 'Upload any additional documentation' section, featuring a 'Save' button and a 'Submit' button.
- Step 19:** A 'Referral Status Change' dialog box with a 'Submit' button and a 'Last Modified' timestamp.
- Step 20:** Two action buttons: 'Add Collaborative Care Team' and 'Add Services To Waitlist'.