

### **Medical Objects – eReferral Tips**

Remove any graphics (e.g. logos on letter heads) from your referral letter. Medical Specialists and Allied Health Professionals are often listed in multiple provider locations on the MO directory. However sending to any of these provider locations is routed to a central location as specified by the Specialist or Allied Health Professional. Insert the Specialist/Allied Health Professional's number after their surname in your address book so you don't have to look up the provider directory when sending an e-referral. Insert your PKI key at the beginning of the day when you turn on your computer and remember your passphrase only needs to be entered once for the first e-referral for the day. An e-referral allows you to send more information if you use your referral letter template to include relevant pathology and radiology results for your patient. Check the "View delivery report" at least weekly to check sent and received referrals and reports.