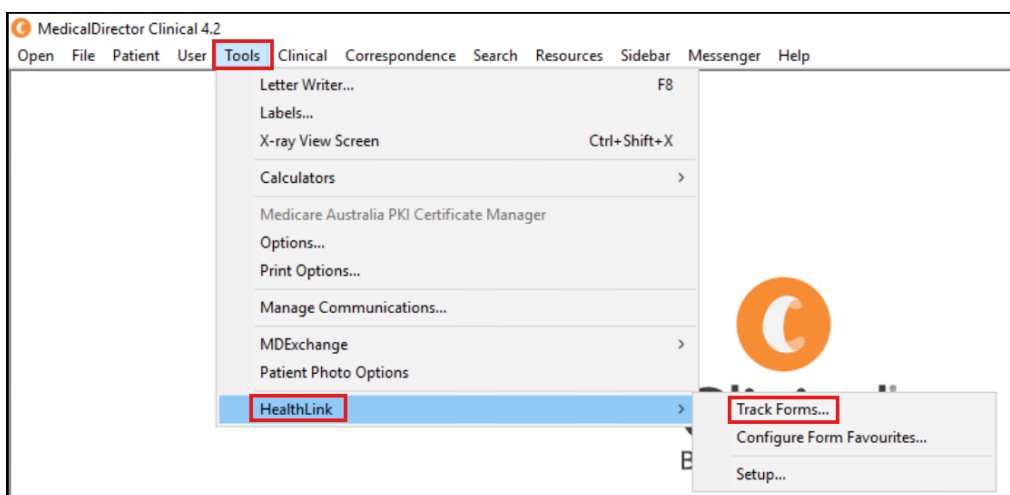# Medical Director

Guide to search for the submitted referrals

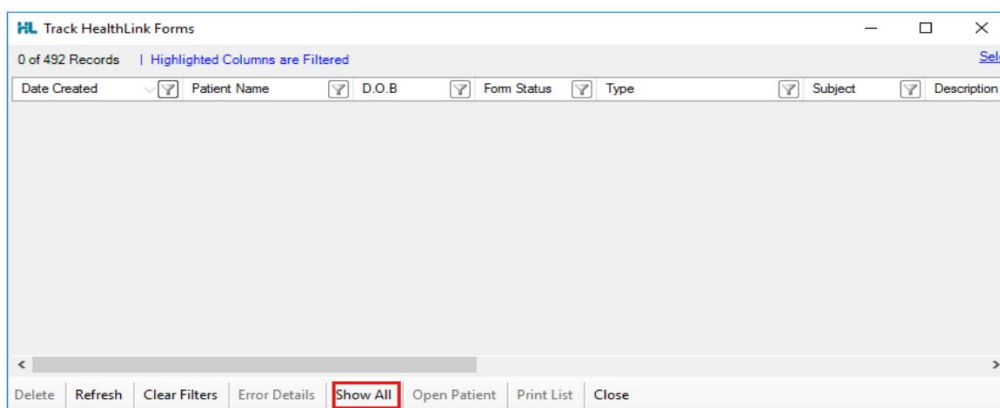# How to find submitted E-referrals in Medical Director

This article explains how to see and open all the submitted e-referrals in Medical Director.

To access e-referrals, launch Medical Director, go to the main menu, select **'Tools'**, then **'Healthlink'**, and finally **'Track Forms'.**
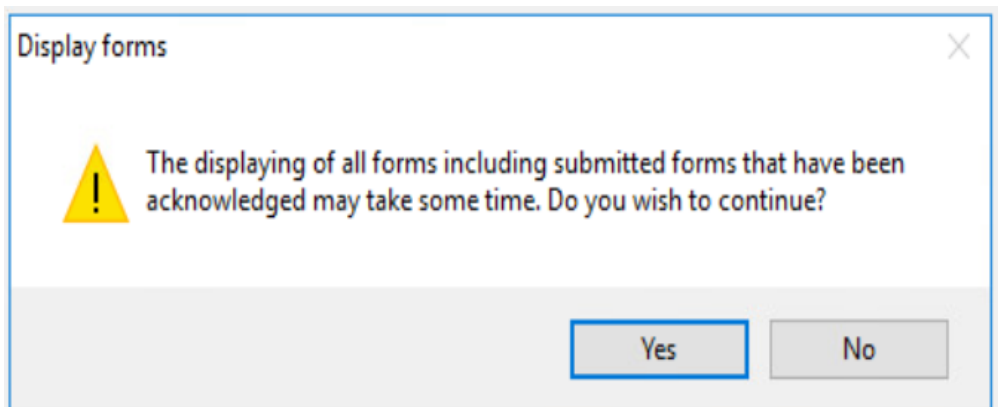
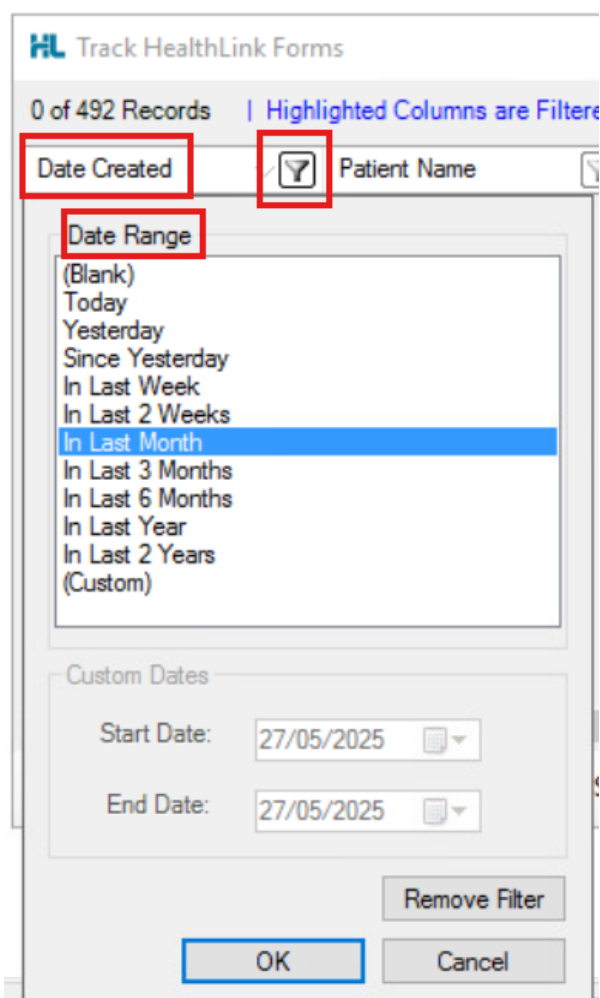**Medical Director** > Tools> HealthLink > Track forms

After opening the Track Healthlink Forms page, click on **'Show All'. T**his will display all the E-referrals.

It should pop up a dialogue box asking you to continue, click on **'Yes'** to continue.

Then click on filter icon next to **'Date Created'** and choose the **'Date Range'** and click on ok. That should display all the E-referrals for that date range.

There is no column that lists the referral number. Look at the date range and select a likely form, click **'Open Patient'** to access the patients records.

After opening the patient record, review the **'Message ID'** column to identify the correct referral.

Note: Once the E-referral has been submitted it cannot be resubmitted or resent, you need to create them again to send it.

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