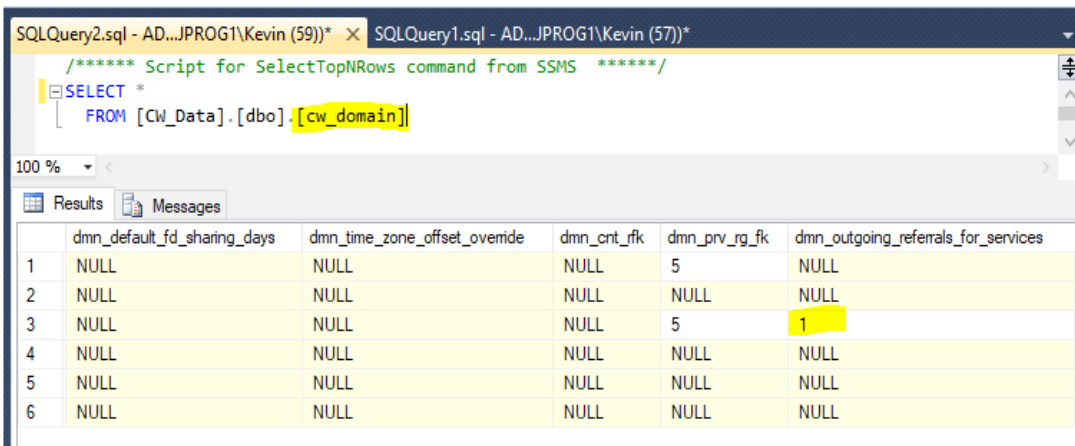


Subservices and service categories can be set to trigger a prompt for a user to enter a referral.

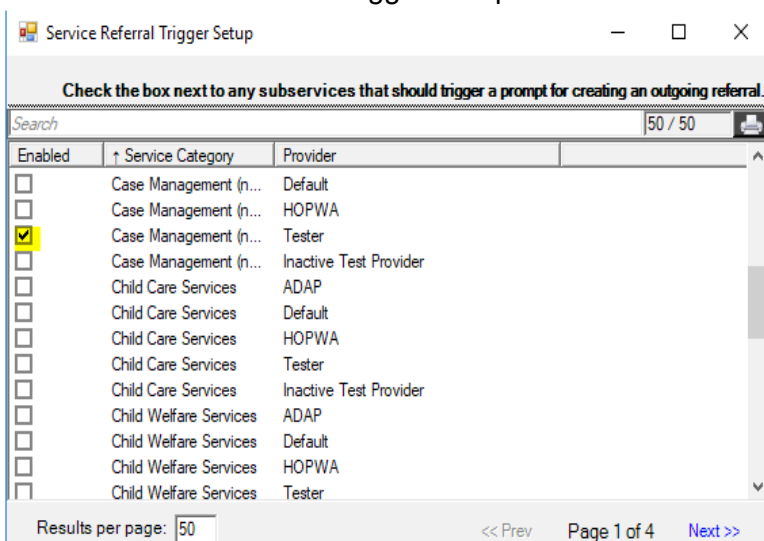
To activate triggering referrals for selected subservice types or categories :

1. Connect to the CAREWare SQL Server database instance.
2. *Expand Databases.*
3. *Expand Tables.*
4. Edit or update the cw_domain table setting column dmn_outgoing_referrals_for_services to '1' for the domain(s) the feature will be active for.
5. Go to C:\Program Files (x86)\CAREWare\RW CAREWare Business Tier.
6. Right click *CW Admin.*
7. Click *Run as Administrator.*
8. Click *Stop Server.*
9. Click *Start Server.*



To trigger a referral prompt for service entry:

1. Click *Administrative Options.*
2. Click *Contracts.*
3. Click *Manage Subservices.*
4. Click *Referral Service Category* or *Referral Subservice.*
5. Check *Enabled* for the service category(s) or subservice(s) that will trigger referrals.
6. Close Service Referral Trigger Setup.



Once the trigger setting is enabled that service category or subservice for that provider will prompt users to enter a referral record when a new service is added to a client record.

1. Click *Find Client*.
2. Enter search criteria.
3. Click *Search*.
4. Click the client record.
5. Click *Details*.
6. Click *Service*.
7. Click *New Service*.
8. Complete the fields for the service.
9. Click *Save*.

TesterTesting, Tested Tester

The screenshot shows a software interface with a menu bar containing 'Appointments', 'Orders', 'Forms', 'ChangeLog', 'Client Report', 'Duplicate Client', and 'Delete Client'. Below the menu bar are tabs for 'Demographics', 'Drug Services', 'Service', 'Annual Review', 'Encounters', 'Referrals', 'HIV C&T', 'Pregnancy', and 'Relatio'. Under the 'Service' tab, there are links for 'New Service', 'Edit Service', and 'Delete Service'. A search bar is visible above a table. The table has columns for 'Date', 'Subservice', 'Contract', 'Units', 'Price', 'Total', and 'Amount Recei...'. A dialog box is overlaid on the table, asking 'Enter associated referral?' and 'records indicate that there may be an associated outgoing referral. Do you want to enter one now?'. The dialog box has 'Yes' and 'No' buttons. The table data includes rows with dates from 09/08/2017 down to 08/09/2017, and one row with 'Dental Care', 'First Contract', '1', '\$0.01', '\$0.01', and '\$0.00'.

10. Click *Yes*.
11. Click *Add Referral*.
12. Complete the fields for the referral.
13. Click *Save*.

The screenshot shows the 'Add/Edit Referral Information' form. It has the following fields and options:

- Referral Date: 9/8/2017
- Type: Internal
- Refer-To Provider: Default
- Requested Service Category Type: Outpatient/Ambulatory Health Services
- Referral Class: Oral Care
- Referral Status: Pending
- Referral Complete Date: (empty)
- Referral Comments: (empty)

There are also checkboxes for symptoms:

- Blue nails
- breathing difficulty
- burning
- Cocain Inj.
- Cocaine