

How to Add a New Referral in Referred Care Information System: Steps for Roll-and-Scroll

1. Log into RPMS, then navigate to **RCIS > Data Entry > Add Referral**.

```
RCIS > DE > ADD
```

Figure 1: Add referral file path

```
*****
*                INDIAN HEALTH SERVICE                *
*      REFERRED CARE INFORMATION SYSTEM      *
*                VERSION 4.0, Patch 14                *
*****
                2021 DEMO HOSPITAL (INST)
                MAIN MENU

DE      Data Entry ...
RPT     Print Reports ...
MGT     RCIS Management ...
SPEC    RCIS Special Print Menu ...
VEN     Provider/Vendor data

                Data Entry

ADD     Add Referral
RFY     Add a Referral for a Previous Fiscal Year
EDIT    Edit Referral Options ...
ALT     Check Alternate Resources
DSP     Display Referral Record
NDA     Number of Days Authorized Modifications
SAS     Quick Inquiry to Appointment Scheduling Status
SEC     Secondary Referrals ...
LTRS    Print RCIS Letter Types ...
```

Figure 2: RCIS main menu

2. On the **Add Referral** page, select the patient and appropriate visit.
3. For the following fields, enter text, not a numeric value:
 - **Purpose of Referral:** Text field
 - **Referral SNOMED <RET>:** This is a text field with preset values
 - **ICD Diagnosis Category:** This is a text field with preset values
 - **HCPCS/CPT Category:** This is a text field with preset values

Note: SNOMED terms, ICD diagnostic categories, and HCPCS/CPT categories are listed at the end of tip sheet.

```
                Add Referral

Select PATIENT NAME: DEMO,ADDIE
Select a visit for the referral, Enter 1-3: (1-3): 1
```

Add a New Referral in RCIS—Roll-and-Scroll

```
Referral: 2321012300022          Date Entered: MAR 22,2023
PATIENT: DEMO,ADDIE M           PCC VISIT: MAR 17,2023@09:46
-----
REQUESTING FACILITY: 2021 DEMO HOSPITAL (INST)
REQUESTING PROVIDER: DEMO,DOCTOR D DO
REFERRAL TYPE: CHS              PRIMARY PAYOR: IHS
TO PRIMARY VENDOR: UNSPECIFIED

Do you wish to view a Face Sheet? N    View Health Summary? N
INPATIENT/OUTPATIENT: OUTPATIENT
PURPOSE OF REFERRAL: REFERRAL TO ORTHO
Referral SNOMED <RET>: Patient referral to specialist (procedure)
PRIORITY:
Are You Sending Additional Medical Information With Patient? NO
ICD DIAGNOSTIC CATEGORY: MUSCULOSKELETAL SYSTEM & CONNECTI
HCPCS/CPT CATEGORY: EVALUATION AND/OR MANAGEMENT
Notes to Appointment Scheduler:
```

Figure 3: Add Referral fields

```
Enter the Referral Snomed Term: patient referral to specialist
  1. 103696004 Patient referral to specialist (procedure)

Enter the corresponding number: (1-1): 1
Referral: 2321012300023          Date Entered: MAR 22,2023
PATIENT: DEMO,ADDIE M           PCC VISIT: MAR 10,2023@08:56
-----
REQUESTING FACILITY: 2021 DEMO HOSPITAL (INST)
REQUESTING PROVIDER: DEMO,DOCTOR D DO
REFERRAL TYPE: CHS              PRIMARY PAYOR: IHS
TO PRIMARY VENDOR: UNSPECIFIED

Do you wish to view a Face Sheet? N    View Health Summary? N
INPATIENT/OUTPATIENT: OUTPATIENT
PURPOSE OF REFERRAL: Referral to ortho
Referral SNOMED <RET>: patient referral to specialist (procedure)
PRIORITY: 1
Are You Sending Additional Medical Information With Patient? NO
ICD DIAGNOSTIC CATEGORY: MUSCULOSKELETAL SYSTEM & CONNECTI
HCPCS/CPT CATEGORY: EVALUATION AND/OR MANAGEMENT
Notes to Appointment Scheduler:

Exit      Save      Refresh
```

Figure 4: Add Referral summary

Referral SNOMED Terms

- Patient referral (procedure)
- Referral to pediatric pulmonologist (procedure)
- Referral to pediatric intensive care specialist (procedure)
- Referral to pediatric ear, nose, and throat service (procedure)

Add a New Referral in RCIS—Roll-and-Scroll

- Referral to accident and emergency doctor (procedure)
- Referral for combined healthy eating and physical education program (procedure)
- Referral to diabetes prevention program (procedure)
- Referral to pediatric gastroenterologist (procedure)
- Referral to nutrition professional (procedure)
- Referral to pediatric endocrinologist (procedure)
- Referral to physical activity program (procedure)
- Referral to alcoholism rehabilitation service (procedure)
- Referral to pediatric cardiologist (procedure)
- Referral to gynecologist (procedure)
- Referral to pediatric surgeon (procedure)
- Referral to orthopedic surgeon (procedure)
- Referral to care of the elderly physician (procedure)
- Referral to radiology service (procedure)
- Referral to podiatrist (procedure)
- Referral to gastrointestinal surgeon (procedure)
- Referral to pediatric dentist (procedure)
- Referral to obstetrician and gynecologist (procedure)
- Referral to child and adolescent psychiatrist (procedure)
- Referral to genitourinary physician (procedure)
- Referral to respiratory physician (procedure)

ICD Diagnostic Categories

- Cardiovascular Disorders
- Cerebrovascular Disorders
- Congenital Anomalies
- Dental and Oral Surgical Disorders
- Dermatologic Disorders
- Endocrine, Nutritional, and Metabolic Diseases and Immune Disorders
- Female Breast and Genital Tract Disorders
- Gastrointestinal Disorders
- Hematological Disorders

Add a New Referral in RCIS—Roll-and-Scroll

- Infectious and Parasitic Diseases
- Injuries and Poisonings
- Male Genital Organ Disorders
- Mental Disorders
- Musculoskeletal and Connective Tissue Disorders
- Neoplasms
- Nephrological and Urological Disorders
- Neurological Disorders
- Obstetrical Care
- Other Symptoms, Signs, and Ill-Defined Conditions
- Ophthalmologic Disorders
- Other Perinatal Conditions
- Other Vascular Disorders
- Otolaryngologic Disorders
- Preventive Health Care
- Respiratory Disorders

HCPC/CPT Categories

- Diagnostic Imaging
- Non-surgical Procedures
- Pathology and Laboratory
- Evaluation and/or Management
- Operations/Surgery