

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Re-issuing a Referral Letter

Last Modified on 10/21/2019 3:44 pm EDT

Version 14.19

1. Click **Referrals/TOC** in the Clinical section of the Window Navigation Panel on the Patient Chart.
2. Click the **Referral** in the list once, then click the **Re-issue** button. The referral is displayed in the **Referral/Care Transition Details** window.
3. Make any desired changes in the form.
4. To extend a referral's active length of time, click the **Insurance/Admin tab**. Change the number of authorized visits using the **up/down arrows**, or click the **down-arrow** next to End date and select a new **Date** from the drop-down calendar.
5. Click the **Save** button.

Version 14.10

1. From the Patient Chart, open the **Patient Referrals / Care Transition** List.
2. Click the **Referral** in the list once, then click the **Re-issue** button above. The Referral is displayed in the Referral Letter Details form.
3. Make any desired changes in the form.
4. To extend a referral's active length of time, click the **Insurance/Admin tab**. Change the number of authorized visits using the **up/down arrows**, or click the **down-arrow** next to **End date** and select a new date from the drop-down calendar.
5. Click the **Save** button.