# MyWai - Referrals Manual Entry of RMS Referrals

### 04/04/2025

### **Overview**

Sometimes due to an error an RMS referral may not load correctly into MyWai.

This guide outlines the process for manually entering RMS referrals into MyWai.

## **Manual Entry Process**

- 1. Process the referral as usual in RMS Lite
- 2. Download a copy of the RMS referral (and any other documentation/images)
- 3. Go to the MyWai **Referral** worklist
- 4. Click [Create]
- 5. Select the required **Referral Template** and click **[Save]**
- 6. Type in NHI
- 7. Click [Look up NHI]
- 8. Click the Actions icon
- 9. Click [Yes] (to the message)



10. Scroll down and enter at least one contact detail

Note:

Updating contact details in a referral does not update back to the person's record.

- 11. Scroll down and enter the following details (bottom of the form):
  - A. Referred By Name
  - B. Referred Date
  - C. Reason for Referral (high level)
  - D. Service been Requested
  - E. Proposed Service Location
  - F. Upload any images
  - G. Update copy of RMS Referral

#### Note:

If you do not have an image upload or upload button here; please upload this in the triage form

- 12. Click [Submit]
- **13.** In the same screen you started: Enter the persons' NHI
- 14. Click on the Referral icon
- 15. Click [Complete] > [Submit]

**16.** Select Priority

	(	Contact Details 10					
		Mobile phone 02112345678					
		Tick if you would like to not be texted on this number					
	I	Home phone					
	I	Email					
		Other					
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	11	Referred By					
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	Α	Jan Widdowson					
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Priority	16						<b>•</b>

Actions Triage Form 17. Click the Triage Form pencil icon Advice Give Details Priority 18. Scroll to the bottom and click [Submit] (or click [Next] until you can click [Submit) Upload any additonal documentation Note: 18 Submit There is no need to re-triage this referral in MyWai, we are just completing the triage form so we can proceed forward 19 DRAFT 💉 👎 19. Click [Accept] and [Submit] Referral Status Change l Status Change Inf Last Modified by: Noni Perkins, 12:51 04/04/2025 20 Add Collaborative Care Team Add Services To Waitlist 20. Click [Add to Service Waitlist] OR [Add Collaborative Care Team] Proceed as usual.