

## Add a New Referral Source

From **Codes > Other Basic Codes > Doctors**. Click the **Add** button. A window will pop up with a listing of codes that are available for new entries. Select one of the available codes for the new referral source. Towards the top there's Referral **Type**, select the type of referral. Enter the referral information and click on **Save**.

*Note:* When the **Type** other than Physician is selected you will only be able to enter a last name. If you are entering a persons name enter both the first and last name in this field.

You can add new Referral Type by going to **Codes > Status Codes > Referral Type Codes** and adding it there.

To print a list of Referral Sources, go to **Reports>Doctor>08.28**. Select **Non-Doctors (Referral Type >00)**. You can also use the option to **Print By Referral Type/Name**.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50307.aspx>