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