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Sending Transition of Care to another Doctor

- 1) From the Patient's **SOAP Note** screen.
- 2) Click the "**MU Central**" option on the top toolbar.
- 3) Click the top right hand green button "**CCDA Clinical Summary for EHR**".
- 4) Make sure "**Transition of Care**" is highlighted.
- 5) Select the option "**Another Doctor**".
- 6) Click "**Find Ref Doc**" button.
- 7) Search for and select referring doctor.
(This list comes from the Referring Doctors Option from the Utility Menu)
- 8) Click the red "**Generate**" button.
- 9) Exit all the patient screens return to the Primary Menu.
- 10) Select the "**Portals**" option.
- 11) Select "**Send Secure Message to Doctor**".
- 12) Fill in the Patient, Doctor, etc.
- 13) Use the "**Attach CCDA**" button and select the CCDA you just generated from Step 8 above (it should have today's date on it).
- 14) Use the "**Send**" button to send the Message.