



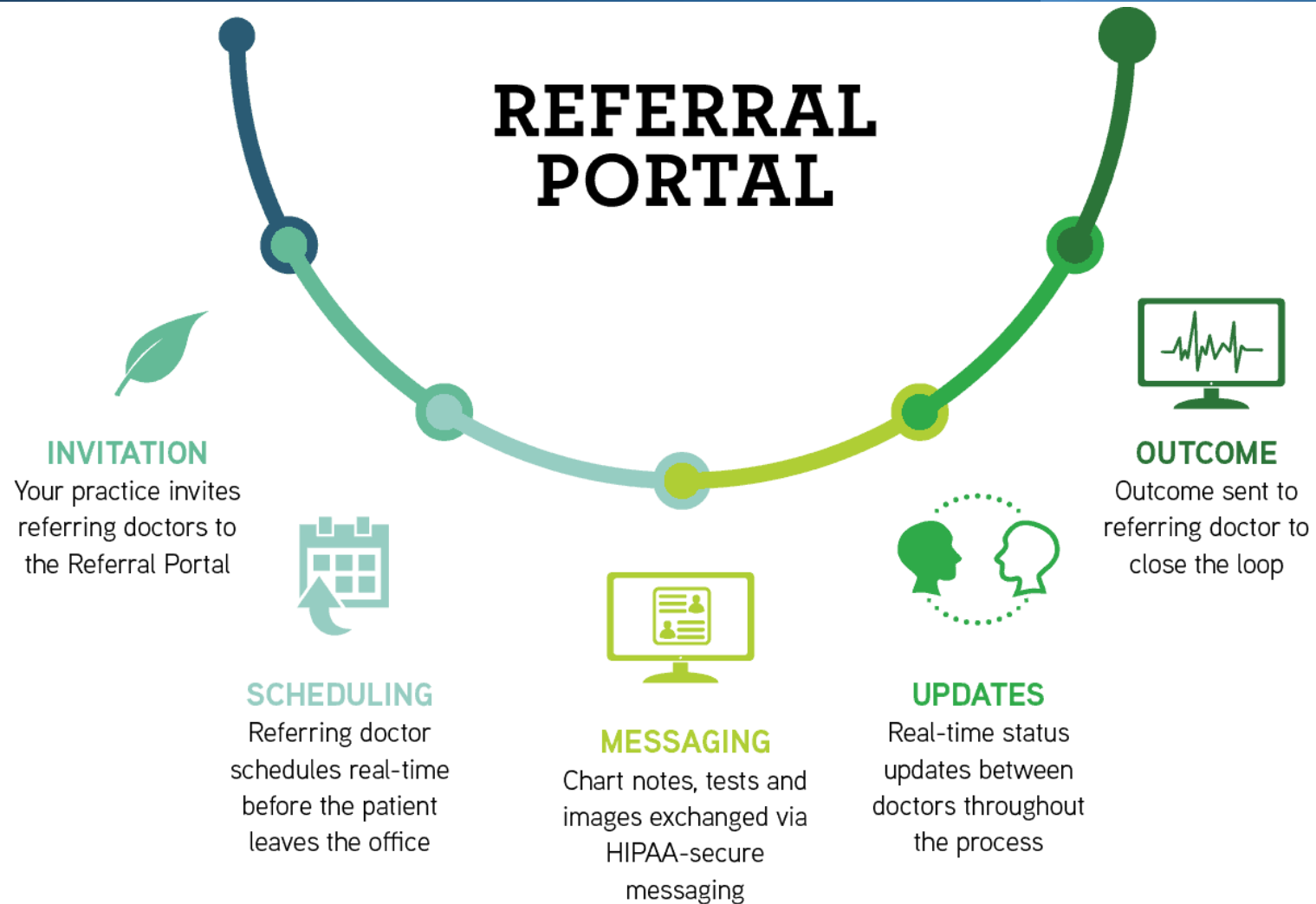
SOPHRONA
SOLUTIONS

Referral Portal Onboarding

Training for Referring Practices and Providers

Mann Eye Institute

Portal Overview



Benefits of The Referral Portal

Fast and Simple Referring

**Improved Communication
Between Our Practice and Yours**

**Enriched Patient Experiences
by Enhancing Coordination of Care**

Invitation Sent by Email



Dear Dr. Smith,

As one of our valued referring physicians, it is with great pleasure that I extend the opportunity for you to participate in Mann Eye Institute's automated referral manager program. The technology we employ is the Referral Portal.

Our goal is to enhance the exchange of information between our practices to deliver the best possible outcomes for our mutual patients. The Referral Portal provides us with seamless, HIPAA-secure communication between our two practices. It is easy to use and allows each of us to exchange visit notes, test results, and images through secure messaging. Additionally, following each patients completed visit, a referral letter will be immediately available for printing or downloading within the Referral Portal.

Appointments can be scheduled in real-time or through an eReferral, with confirmation emails sent to the patients as well as to your practice representatives. The reporting section provides live status updates for your referred patients. You will know if a patient kept, rescheduled, no showed or has a future appointment with our practice all in real time.

There is no need for your practice to have a Health Information Exchange or EHR, there is no cost to your practice, and the Referral Portal is available 24/7/365.

We have realized tremendous efficiencies using Referral Portal and believe you will too. It can save both practices time and money through reduced staff phone calls and the process of faxing information back-and-forth. The patients will benefit from less repetition of health information and superior coordination of care.

Simply click on the hyperlink below and in a few quick steps your enrollment will be complete. As always, we are open to any questions or suggestions as they arise. We look forward to continuing a long and successful relationship.

[Please log in by clicking this link](#)

Activation Code Sent Via Text

Referral Portal New User Setup

Please activate your account

Activation Code sent

Cell Phone Number:

6174800110

Resend

Activation Code:

116190

Submit



+1 (281) 562-7023 >

Text Message
Thu, Oct 21, 8:24 AM

Thank you for registering with Mann Eye Institute and Laser Center. Your activation code is: 213667

Step 1:

Enter your cell phone number and hit **send**.

The activation code is sent almost immediately!

Step 2:

Enter the activation number and you will be taken to the **Activate Your Account** landing page.

Activate Your Account

Activate Your Account

Please fill out the below account information.

User Name:

CJones003

Secret Question:

What is your favorite color? ▾

Secret Answer:

Blue

New Password:

Confirm New Password:

Password Format: Must be at least 8 characters and include, one number and one special character (non-alphanumeric). Example: Sophr0na!

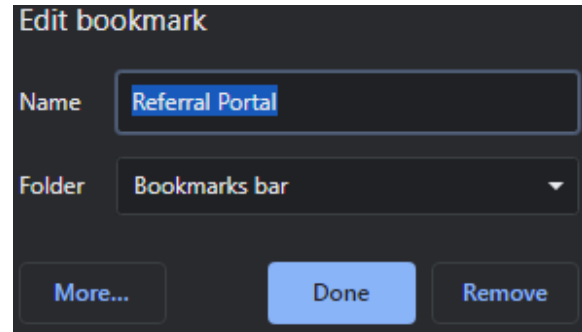
I agree to [terms of use](#).

Activate

Cancel

- The username is automatically assigned and is not able to be changed.
- You will select a secret question, enter your secret question answer and set your new password.
- Agree to the terms of use by checking the box.
- Click on “Activate.”
- Upon successful activation the you will be taken to the log in page.

Save Site To Your Favorites



Step 1:

Copy and paste this url into the address field of your web browser:

https://referralgateway.net/sopRefMgr_login.aspx?clinic=meilctx1

Recommended web browser is Chrome

Step 2:

Before entering the user credentials that you created while activating your account, **save** the site to your favorites.

We recommend that you rename the bookmark as *Referral Portal*.

STEP 3:

Enter your credentials, check the *Remember Me* box and **click** on the *Login* button.

Referral Portal Login

User Name:

Password:

Remember me

Login

[Forgot your password?](#)



Log In Landing Page

Referral Portal Login

User Name:

Password:

Remember me

Login

[Forgot your password?](#)



- Use the “Forgot your password?” button to recover a forgotten password.
- The temporary password will be emailed to the email address associated with the account.
- Users with Admin permissions can reset a user's password.

Home Landing Page



Logged in as Kathryn Smith [Sign out](#)

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Bridging the Communication Gap

We value your expertise and role in providing the best possible care to your patients. We are excited to partner with you to widen the spectrum of services your patients have access to.

Our promise to you:

[We will take great care of your patient and will communicate with you every step of the way.](#)

[We will always put your patient first.](#)

It is our commitment that once all surgical needs are met, your patient will be returned to you.

We've assembled a team of dedicated professionals that are here and happy to help make every step of the co-management process as simple and seamless as possible for you, your office staff and patients.

If your patient is experiencing an emergency and you are unable to electronically schedule an appointment in the timely manner you find necessary, please contact us.

Houston
713-580-2506
refer@manneye.com

Austin
512-879-3754
referatx@manneye.com



Navigation Menu

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Home	Home page of the Referral Portal.
Schedule	Real Time scheduling (RTS) of the patient with the specialist.
eReferral	Request for specialist practice to schedule the patient.
Secure Messaging	Compose, send, receive and manage secure messages.
Resources	Documents provided as resources for the referring providers and their patients.
Reports	Access to reports for only the patients referred to the specialist by the referring practice.
Manage Account	Allows individual users to reset their password or security question. Admin user has access to add non-provider users, deactivate users and reset passwords.

Real Time Scheduling (RTS)



From the **HOME** page, click on **SCHEDULE**

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Enter The Patient's Information

1. Patient Info | 2. Appointment Info | 3. Available Dates | 4. Available Times | 5. Review | 6. Done

Step 1 - Patient Info Next

* First Name: Middle Initial: * Last Name:

Street Address: Street Address 2: City:

State: * Zip Code: * Birth Date: * Gender:

* Primary Phone: Secondary Phone: Email:

Cell Home

- Items marked with an asterisk are required. When possible, please enter the data for all fields as that reduces the need to contact the patient.
- By entering the patient's email address, the patient will receive an email confirmation of the referral with important information.

Enter Insurance Information

* Does the patient have medical insurance?

Yes

No

* Do you wish to enter the patient's insurance information at this time?

Yes

No

You may mark that the patient has insurance, but bypass entering the information if you will be sending a copy of the patient's insurance card by secure messaging.

Please be sure to include the front and back of the card when sending a copy.



We want your patient's experience with our office to be exceptional. By providing complete information the communication between our practices will provide the patient with seamless care.

Policy Holder Information

Insurance Info for Policy Holder:

Policy holder same as patient. Relationship to Patient: Spouse * First Name:

Middle Initial: * Last Name: * Birth Date:

* Primary Phone: * Insurance: * Policy #:

Group #: Referral Number:

Secondary Insurance Info:

Policy holder same as patient. Relationship to Patient: Aunt/Uncle * First Name:

Middle Initial: * Last Name: * Birth Date:

* Primary Phone: * Insurance: * Policy #:

Group #:

- By checking *Policy holder same as patient*, the data entered on the previous screen will populate appropriately.
- Please be sure to provide a referral number where appropriate.

Appointment Information

Step 2 - Appointment Information

[Previous](#)[Next](#)

Reason for Appointment

Please include the following in the Reason for Appointment or Reason for Consultation section: Preferred Surgeon, Whether the referral is a Comanaged Referral or a Direct Referral.

* Appointment type:

LASIK Evaluation

* Doctor:

First Available

* Location:

Mann Eye Main Street

* Referring Doctor:

Smith, Kathryn

* Time frame to search:

AM PM Both

* Reason for appointment: Please list any special requirements for the patient. The information provided in this field will be visible to the patient.

Avoid industry lingo or abbreviations that may not be understood by the patient.

Be sure to include information that will remind the patient of why they are being referred and encourage them to keep the appointment.

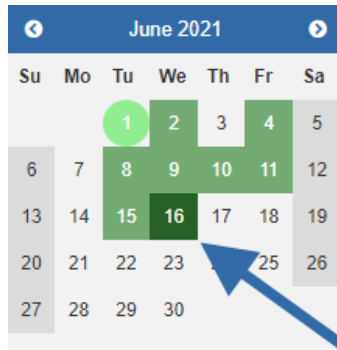
Upload Files...

Drop files here

- Specific instructions will appear as a pop-up message. See Reason for Appointment highlighted in yellow.
- First Available can be selected for the Doctor, the Location or both. When selected you will be provided with a selection of appointments to choose from where the provider and location will be displayed.
- Attachments can be added to the referral during the scheduling process by either uploading files or by drop and drag method.

Select The Appointment Date

- When First Available is selected, hovering over the available dates will allow you to see the provider and location availability for that specific date.
- Once a date is selected it will be displayed in a darker shade of green.



- Use eReferral feature if available dates do not meet the needs of your patient.
- Once date is selected click [Next](#) to continue to time selection.

Mann Eye Institute

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1. Patient Info 2. Appointment Info 3. Available Times 5. Review 6. Done

Previous Next

Dr. Counselor The Woodlands; Mann Eye Woodlands

Dr. Counselor Humble; Mann Eye Humble

Dr. Counselor Main; Mann Eye Main Street

Dr. Counselor Sugar Land; Mann Eye Sugar Land

Dr. Counselor North Austin; Mann Eye North Austin

Dr. Counselor Katy; Mann Eye Katy

Dr. Counselor Sun City; Mann Eye Sun City

Dr. Counselor South Austin; Mann Eye South Austin

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Available dates

First Available date

If you don't see an available date that works, please send an eReferral and we will contact your patient to schedule the appointment. Click [here](#) to complete as an eReferral.

Select The Appointment Time

1. Patient Info

2. Appointment Info

3. Available Dates

4. Available Times

5. Review

6. Done

Selected date: Wednesday, December 1, 2021

Previous

Next

Time	Provider	Location
8:00 AM	Dr. Counselor The Woodlands	Mann Eye Woodlands
8:00 AM	Dr. Counselor Humble	Mann Eye Humble
8:00 AM	Dr. Counselor Main	Mann Eye Main Street
8:00 AM	Dr. Counselor Sugar Land	Mann Eye Sugar Land

- Once a time is selected it will be displayed in a darker shade of green.
- Click *Next* to review the appointment details before scheduling.

Review The Appointment Details

Appointment Details

Please review for accuracy before finalizing:

Patient:	Sophrona, Jack
Appointment Type:	LASIK Evaluation
Appointment Date:	12/1/2021 at 8:00 AM
Location:	Mann Eye Sugar Land, (713) 580-2506
Doctor Name:	Dr. Counselor Sugar Land
Reason:	Avoid industry lingo or abbreviations that may not be understood by the patient. Be sure to include information that will remind the patient of why they are being referred and encourage them to keep the appointment.
Referring:	Dr. Kathryn Smith

- Carefully review the information listed in the *Reason* field to ensure it is accurate.
- Click on *Schedule* to proceed with scheduling the appointment.

Previous

Schedule

Patient's Appointment Card

✔ Appointment scheduled successfully.

ⓘ Please remember to bring your ID and insurance card to your appointment. If you are a member of an HMO, obtain a referral from your Primary Care Physician for this appointment.

Cataract evaluation

- Plan to be at the office for approximately 1 – 2 hours
- We will dilate your eyes
- Please bring a driver if you are not comfortable driving with dilated eyes

1. Patient Info > 2. Appointment Info > 3. Available Dates > 4. Available Times > 5. Review > 6. Done

Appointment Details

Patient Name:	Sophrona, Jack
Appointment Type:	LASIK Evaluation
Appointment Date:	12/1/2021 8:00 AM
Appointment Location:	Mann Eye Sugar Land, (713) 580-2506 15999 City Walk Ste 270 Sugar Land, TX 77479
Doctor name:	Dr. Counselor Sugar Land
Reason:	Referred by: Dr. Kathryn Smith Avoid industry lingo or abbreviations that may not be understood by the patient. Be sure to include information that will remind the patient of why they are being referred and encourage them to keep the appointment.

Print

Español

- A validation message in green will confirm that the appointment was successfully.
- Review the reminders for the appointment that are found in the blue box with the patient.
- The appointment card can be printed in English by clicking on [Print](#).
- To provide the appointment card in Spanish, click on [Spanish](#). The copy will be displayed in Spanish then click on [Imprimir](#) to print the appointment card.

Patient Reminders

Printed Appointment Card





Please remember to bring your ID and insurance card to your appointment. If you are a member of an HMO, obtain a referral from your Primary Care Physician for this appointment.

Cataract evaluation

- Plan to be at the office for approximately 1 – 2 hours
- We will dilate your eyes
- Please bring a driver if you are not comfortable driving with dilated eyes

Appointment Details

Patient Name:	Sophrona, Jack
Appointment Type:	LASIK Evaluation
Appointment Date:	12/1/2021 8:00 AM
Appointment Location:	Mann Eye Sugar Land, (713) 580-2506 15999 City Walk Ste 270 Sugar Land, TX 77479
Doctor name:	Dr. Counselor Sugar Land
Reason:	Referred by: Dr. Kathryn Smith Avoid industry lingo or abbreviations that may not be understood by the patient. Be sure to include information that will remind the patient of why they are being referred and encourage them to keep the appointment.

Emailed Appointment Confirmation



APPOINTMENT NOTIFICATION

Hello, JACK

An appointment has been scheduled at:

Mann Eye Institute - Sugar Land
Wednesday, December 1, 2021 8:00 AM
[15999 City Walk, Suite 270, Sugar Land, TX, 77479](#)

Patients are highly encouraged to wear a mask in office and limit visit to patient only when possible.

Contact Info:

Phone: [\(713\) 580-2525](tel:(713)580-2525)

Please note that we do not accept changes to appointments via email or text. If you do need to change your appointment, please call our office at (281) 392-3937.

This reminder will be sent to the patient as soon as the appointment is scheduled.

Our practice will also remind the patient of their appointment through our appointment reminder system.

eReferral



From the **HOME** page, click on eReferral

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Bridging the Communication Gap

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Once we have received the eReferral, our practice will contact the patient to schedule their appointment.

Step 2 - Appointment Information

[Previous](#)[Next](#)

* Appointment type:

* Doctor:

* Location:

* Referring Doctor:

* Date of Last Eye Exam

* Reason for Consultation

* Relevant exam findings

* Do you wish to enter clinical findings?


Yes

No

* Urgency

Urgent

Next Available

Upload Files...  Drop files here

- Step 1: Enter the patient's information just as you would for RTS appointment.
- Step 2: Complete the appointment details by making selections from the provided drop-down menus.
- Step 3: Enter the Date of the patient's last Eye Exam.
- Step 4: Provided a comprehensive *Reason for Consultation* to help our staff schedule the patient appropriately.
- Step 5: Relevant exam finding can be entered or simply enter "see attached" if office notes, test results or a referral letter will be attached to the referral.
- Step 6: *Clinical findings* can be entered by checking the yes box. Additional fields will be displayed for completion.
- Step 7: Urgent – Patient will be scheduled in the next 5 to 7 business days.
Next Available – will be next available based upon appointment details selected.

Please do not use the Referral Portal for emergencies.

Secure Messaging



From the **HOME** page, click on **Secure Messaging**

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- Secure Messaging is easy to use and employs encrypted technology to protect Patient Health Information to ensure HIPAA compliance.
- Attachments are also encrypted allowing us to share key information for the coordination of patient care.

Guidelines & Policy

Secure Message Center

Welcome to your Secure Message Center. It is critical that our staff handle patient communication in secure, consistent, and appropriate fashion. You will need to review the following clinic guidelines upon your first use of this system, and every three months thereafter. Patients are asked to review and approve a similar policy as a condition of using Secure Messaging.

Secure Messaging Guidelines & Policy

Do not use to communicate about urgent or emergent medical issues or concerns.

- Message containing personal health information (PHI) must be treated with the same degree of privacy and confidentiality as the patient's medical record.
- Do not communicate about sensitive issues such as HIV status, mental illness, diagnosis of serious illness, etc. via Secure Messaging.
- Avoid anger, sarcasm, harsh criticism, and libelous references to third parties in messages.
- When message become too lengthy or the correspondence is prolonged, notify patients to come to discuss or call them.
- Remind patients when they do not adhere to the guidelines.
- For patients who repeatedly do not adhere to the guidelines, it is acceptable to terminate the relationship.
- Never forward patient-identifiable information to a third party without the patient's explicit permission.
- Never use patient's email address in a marketing scheme.
- Never share patient or provider email addresses with family members.
- Whenever possible, establish a turnaround time for how soon you can respond when they get back to you.

***I have reviewed and agree to the above Secure Messaging Guidelines & Policy.**

Submit

- The Secure Messaging Guidelines & Policy must be agreed to for you to take advantage of this very useful feature.

Secure Message Center

Secure Message Center


Mailbox: My Mailbox

Message Type: All Types

Read: All

Period: All

Search:

From	To	Type	Subject	Read	Date (EST)
 Grace Lau	Kathryn Smith, OD	General Questions	Re: Testing LIVE Referral Portal	No	11/12/2021 03:30 PM

- The Secure Message Center looks and functions very similar to email.
- Using Secure Messaging to send patient information between our practices will ensure that we are communicating in a manner to protect the patient's health information.
- To read a message simply click on the *Subject* to open the message.
- Once the message is open click on *Respond* to reply to the message.

Initiating A New Secure Message

New Secure Message

[Return to Message Center](#)

 To send a new message, please select the recipient and click Next.

Recipient:

Spec Acct(Houston Co-Management Team) Mann Eye Institute and Laser Center 

[Next](#)

- Click on [New Message](#) from within the Message Center.
- Select a Recipient from drop down menu and then click [Next](#)

Composing a New Secure Message

New Secure Message

* Required fields


* From mailbox:

Kathryn Smith, OD

* To:

Houston Co-Management Team

* Message Type:

Choose one... 

* Subject:

* Message:

Max 3500 characters

Closing:

Best Wishes, Kathryn Smith

Attachments

+ Add files...

🗑 Delete all files

- Select a *Message Type* from the drop-down menu.
- For the *Subject* we recommend referencing the patient's name and what the secure message pertains to as this will make it easier to review and search secure messages.
- Attachments with irregular file extensions may be blocked or fail to send. Please contact our office directly if this occurs as the parameters can be adjusted to meet your needs.

Secure Message Outbox and Filters

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Secure Message Center

Mailbox: My Mailbox

Message Type: All Types

Read: All

Period: All

Search:

Search

Inbox Outbox New Message

- The *Outbox* will display all message that have been sent and they are retained in the *Outbox* until you delete them.
- Use the filters to define the details to be displayed or to *Search* for a specific patient.

Resources



From the **HOME** page, click on **Resources**

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Austin Forms and Instructions

- [Cataract Surgery – Patient Education](#)
- [Cataract Surgery Med Instructions – Dr. Luke Barker and Dr. David Tremblay](#)
- [Co-Management Patient Referral Form](#)
- [Corneal Cross Linking – Patient Education](#)
- [Corneal Cross Linking Med Instructions – Dr. David Barker and Dr. Luke Barker](#)
- [Dry Eye – Patient Education](#)
- [History and Physical Form](#)
- [LASIK – Patient Education](#)
- [LASIK Med Instructions – Dr. Luke Barker and Dr. David Tremblay](#)
- [Pterygium Med Instructions – Dr. Luke Barker and Dr. David Tremblay](#)

Houston Forms and Instructions

- [Cataract Med Instructions – Dr. Brian Wright](#)
- [Cataract Med Instructions – Dr. Jennifer Melton](#)
- [Cataract Med Instructions – Dr. Mike Mann](#)
- [Cataract Med Instructions – Dr. Paul Mann](#)
- [Cataract Surgery – Patient Education](#)
- [Co-Management Patient Referral Form](#)
- [Corneal Cross Linking – Patient Education](#)
- [Corneal Cross Linking Med Instructions – Dr. Mike Mann](#)
- [Dry Eye – Patient Education](#)
- [History and Physical Form](#)
- [LASIK – Patient Education](#)
- [LASIK Med Instructions – Dr. Brian Wright](#)
- [LASIK Med Instructions – Dr. Jennifer Melton](#)
- [LASIK Med Instructions – Dr. Mike Mann](#)
- [LASIK Med Instructions – Dr. Paul Mann](#)

- This represents the current list of documents provided in the Resources section.
- If you have suggestions for additional items you wish to have added, please let us know!

Reports

Mann Eye Institute

Logged in as Kathryn Smith [Sign out](#)


HOME SCHEDULE E-REFERRAL SECURE MESSAGING RESOURCES **REPORTS** MANAGE ACCOUNT

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From the **HOME** page,
click on **Reports**

HOME SCHEDULE E-REFERRAL SECURE MESSAGING RESOURCES **REPORTS** MANAGE ACCOUNT

- BOOKED APPOINTMENTS
- STATUS REPORT
- E-REFERRAL REPORT

Status Report is a live report that provides the current status of your referred patients appointment. This report will include referred patients that were scheduled using Real Time Scheduling and eReferrals.

Booked Appointments lists *all* appointments booked through the Referral Portal. This report does not update the status of the appointment. The appointment displayed on this report will be the original date of the appointment.

eReferral Report is a report that lists all appointments booked through the eReferral process of the Referral Portal.

Booked Appointments

Booked Appointments Report

Report Alert: Please note that the list of appointments provided on the Booked Appointments Report is for the purpose of displaying the appointments you have scheduled through the Referral Portal. The Booked Appointment Report is NOT LIVE and may not yet display changes made to the appointment. If you need to make changes to a patient's appointment please contact us in Houston at refer@manneye.com or 713-580-2506 or Austin at referatx@manneye.com or 512-879-3754 for assistance.

Location: Doctor: Visit Type:





Patient	Appointment Date	Start Time	Visit Type	Location	Provider	Referred By	Referred Date	Last Updated	Status
Sophrona, Bronson	12/3/2021	11:00:00 AM	LASIK Evaluation	Mann Eye North Austin	North Austin, Counselor	Smith, Kathryn	11/12/2021	11/12/2021 1:02:41 PM	Scheduled
Sophrona, Jack	12/1/2021	8:00:00 AM	LASIK Evaluation	Mann Eye Sugar Land	Sugar Land, Counselor	Smith, Kathryn	11/16/2021	11/16/2021 1:25:37 PM	Scheduled

- Use the filters to allow you to control the data to be viewed.
- The *Search* filter will allow you to search for a particular patient.

Patient Status Report

Referred Patient Status Report

Location: Doctor: Visit Type: Status: Period:

Patient	Doctor	Visit Type	Location	Date	Status
Brenda Sophrona	Brunson OD, Phillip B	Screening Co-Man/Referred	Main St Mann Eye Institute	10/29/2021 11:10 AM  	Kept
Grace Sophrona	Main, Counselor	LASIK Evaluation	Mann Eye Main Street		Unscheduled
Dina Sophrona	Brunson OD, Phillip B	Cat Eval Co-Man/Referred	Main St Mann Eye Institute	10/25/2021 11:15 AM  	Kept
Billy Sophrona	Hahn, Tara	Cataract Evaluation	Mann Eye Katy		Unscheduled
Bronson Sophrona	Beavers OD, Guy	Screening Co-Man/Referred	Austin North Mann Eye Institute	12/03/2021 11:00 AM	Cancelled

- Use the filters to allow you to control the data to be viewed.
- Patients that do not have a future appointment with the specialist's practice will be highlighted in red. This is to help your practice identify patients that should be scheduled for follow up with your practice.
- The report updates each time it is opened.
- The data can be exported into Excel.
- The download or print icons will provide access to the referral letter for a particular appointment.

Referral Letter Sample



Nov 11, 2021
 Mason Jones, MD
 4301 West William Cannon Drive
 #300
 Austin TX, 78749

Re: Eye consultation

Patient Test Sophrona
 DOB January 01, 2000
 Age 21

Thank you for the opportunity to see Test Sophrona for a consultation. Please note below our observations, findings, treatments and recommended plan of care.

History of Present Illness

Visual Acuity

Uncorrected			Corrected		
Right Eye	Left Eye	Both Eyes	Right Eye	Left Eye	Both Eyes
20/100	20/100	20/100	20/20	20/20	20/20

Refraction

#1	Sph	Cyl	Axis	Add	Prism 1	Base 1	Prism 2	Base 2	Dva	Mod	Nva	PD	VD	NPD
OD	-2.25	Sph							20/20					
OS	-2.25	Sph							20/20					

Intraocular Pressure

IOP Summary							
Date	Time	OD	OS	Method	Measured by	Dilated	Comment
Nov 11, 2021	1:52 PM	16	15	Goldmann	Grace Lau		

External Examination

Pupil	OD	pupils equal, round, reactive, no APD
	OS	pupils equal, round, reactive, no APD
Confrontational Visual Fields	OD	confrontation fields full to finger counting
	OS	confrontation fields full to finger counting
Motility	OD	EOM is full
	OS	EOM is full
Lid	OD	lids and lashes normal
	OS	lids and lashes normal

Slit Lamp Examination

Sclera and Conjunctiva	OD	white and quiet
	OS	white and quiet
Cornea	OD	normal endothelium, epithelium, stroma and tear film
	OS	normal endothelium, epithelium, stroma and tear film
Anterior Chamber	OD	anterior chamber is deep and quiet
	OS	anterior chamber is deep and quiet
Lens	OD	clear lens capsule, cortex and nucleus
	OS	clear lens capsule, cortex and nucleus

Fundus Examination

Vitreous	OD	vitreous clear
	OS	vitreous clear
Optic Nerve	OD	flat, sharp, good color
	OS	flat, sharp, good color
Macula	OD	flat, no hemorrhages, exudates, pigmentary changes, or no macular edema
	OS	flat, no hemorrhages, exudates, pigmentary changes, or no macular edema
Retinal Vessel	OD	normal vessels
	OS	normal vessels
Periphery	OD	flat x 360 degrees, no RD, no holes
	OS	flat x 360 degrees, no RD, no holes

eReferral Report


eReferral Report

The eReferral report provides a listing of all appointments that were scheduled through the eReferral process. If Real Time Scheduling is offered in the Referral Portal, the status of eReferred patients can be found on the Status Report.

If Real Time Scheduling is not available, the specialists practice may provide updates for eReferred patients and those updates will be provided in the Status column found on the eReferral Report.

Should you have any questions about the status of a referred patient, please send a secure message to our practice.


Location: Doctor: Visit Type:

Patient	Location	Provider	Referred By	Visit Type	Referred Date	Last Updated	Status
Sophrona, Billy 	Mann Eye Katy	Hahn, Tara	Jones, Mason	Cataract Evaluation	10/20/2021 09:04 AM	10/20/2021 9:04:21 AM	

- Use the filters to allow you to control the data to be viewed.
- The [Search](#) filter will allow you to search for a particular patient.

Manage Account



Logged in as Kathryn Smith [Sign out](#) 

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Bridging the Communication Gap

We value your expertise and role in providing the best possible care to your patients. We are excited to partner with you to widen the spectrum of services your patients have access to.

Our promise to you:

We will take great care of your patient and will communicate with you every step of the way.

We will always put your patient first.



From the **HOME** page,
click on **Manage Account**

My Account

HOME SCHEDULE EREFERRAL SECURE MESSAGING REPORTS **MANAGE ACCOUNT** RESOURCES

MY ACCOUNT

MANAGE USERS

Your Account Details

Please provide your current password with any update attempt. Your current password will be validated before any update is processed. You may provide a new password, a new security question, or update both at the same time.

Password Format: Must be at least 8 characters and include, one number and one special character (non-alphanumeric). Example: Sophr0n@!

User Name:	KSlattery012
Registered Email:	<input type="text" value="kslats2000@gmail.com"/>
Current Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
Security Question:	<input type="text" value="In what city did you meet your spouse/significant other?"/>
Or type your own:	<input type="text" value="What is your favorite color?"/>
Security Answer:	<input type="text"/>

Update

- Individual users have access to change their email address, password, security question and answer.

Manage Users

HOME SCHEDULE EREFERRAL SECURE MESSAGING REPORTS **MANAGE ACCOUNT** RESOURCES

MY ACCOUNT
MANAGE USERS ←

User Administration

Search Create New User

Active	First Name	Last Name	User Name	Email	
<input type="checkbox"/>	Bronson	Slattery	bslattery000	kslats2000@gmail.com	Reset Pwd
<input checked="" type="checkbox"/>	Kristina	Slattery	KSlattery012	kslats2000@gmail.com	
<input type="checkbox"/>	Betty	Sophrona	bsophrona000	kslats2000@gmail.com	Reset Pwd
<input type="checkbox"/>	Kristina	Sophrona	ksophrona000	kslats2000@gmail.com	Reset Pwd

✔ Password has been reset and email sent for username ssophrona002

- Only Referral Portal users with Admin permissions will be able to access the [Manage Users](#) section.
- **DO NOT** add providers here or use their names when creating providers. Providers for your practice must be added by the Specialists practice. This enables the reporting to provide information about each providers referred patients.
- A user's password can be reset by clicking on [Reset Pwd](#). The new temporary password will be emailed to the address listed for the account. The user will be prompted to set a new password when they log in with the temporary password.

Create New User

Create New User

Please provide the following information to create a new user account for your practice:


First Name:

Last Name:

Email:

Admin Permissions:

[Create User](#)

 A new Referral Portal user has been created and user has been notified via email.

New user login: hwilliamson000
Temporary password: average+finch4600

Please inform the user of this temporary password. They do not have the password.

User Administration

[Search](#) [Create New User](#)

- Select [Create New User](#).
- Enter the required data and check the [Admin Permissions](#) box if you wish to grant access to the [Manage Users](#) section of the Referral Portal to the new user.
- A confirmation pop up will appear with the new user's credentials. This information will be sent to the new user via email.

Thank you in advance for utilizing our Referral Portal!

 *Mann Eye Institute*
Physician Liaisons

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