

# REFERRAL PORTAL - QUICK REFERENCE GUIDE

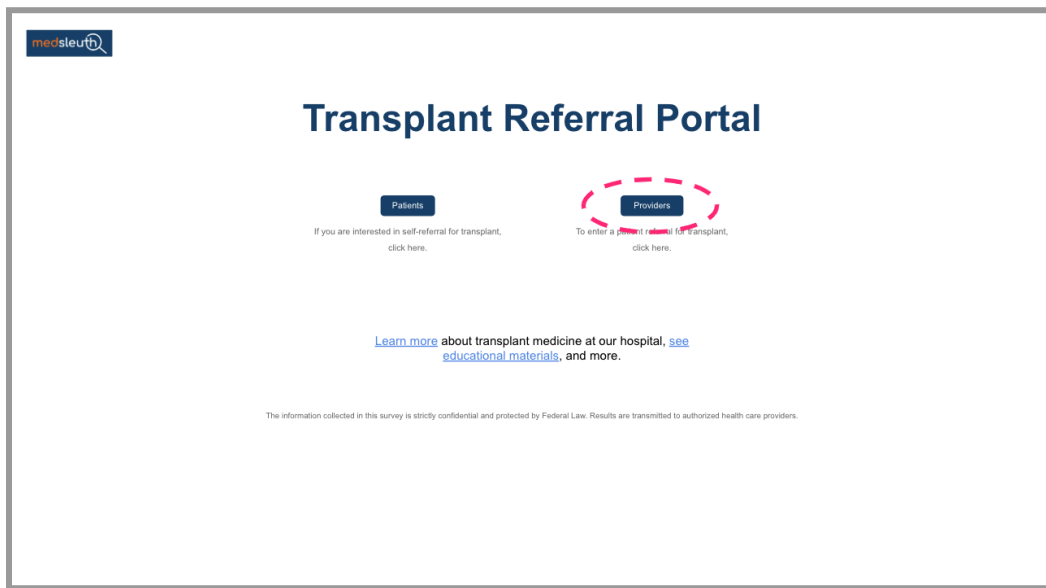
## UT Southwestern

### Using the Online Referral Portal

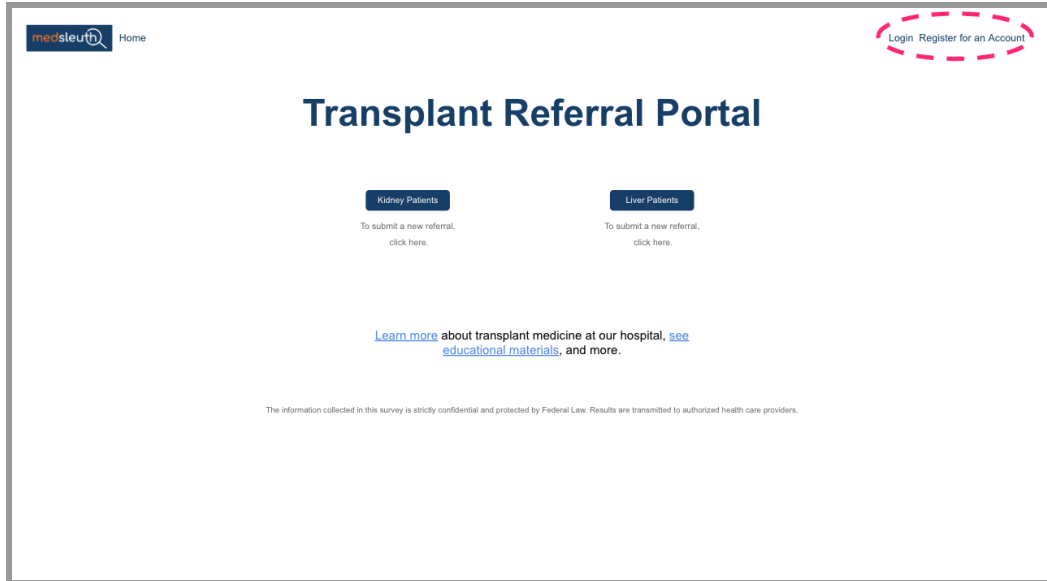
This online portal allows you to refer patients for transplant evaluation, add supporting documentation, and see status updates and messages from the transplant center team.

### REGISTER FOR A NEW ACCOUNT *or* LOG IN TO AN EXISTING ACCOUNT:

1. Go to the website. Click on “Providers.”



2. In the upper right-hand corner, click on “Register for an account [for new accounts]” or “Login [for existing accounts].”

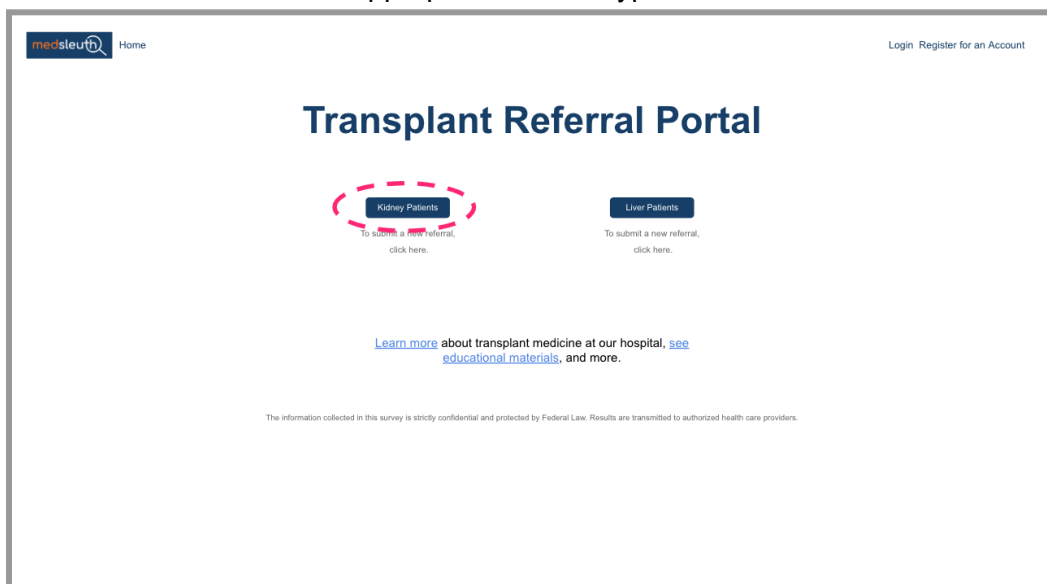


### To register:

- Fill in your contact information and set a password. Your password should be at least 8 characters long and contain both letters and numbers.
- Click “Sign up.” You are now logged in to your new account.

### SUBMIT A NEW REFERRAL:

- Log in to your account (see above).
- Click the button for the appropriate referral type.



- Complete the questionnaire. All fields are required unless otherwise noted.

## SUBMIT A NEW REFERRAL (*continued*):

4. If your referral is declined, you will see a screen indicating the reason(s) why the patient is ineligible for evaluation.
5. If your referral is accepted, you will be asked to upload documents. Click on “Upload Files” towards the bottom of the page. Upload as many of the requested files as you have. To upload additional files, click on the “Upload Files” icon again.
6. Once you are finished uploading files, click “Next.” Your referral has now been submitted.

medsleuth Home Submit New Referral Kidney Transplant Patients Liver Transplant Patients Sample User

**Required Documents to upload with the Referral:**

- Completed CMS 2728 Form
- Insurance card(s)

**Recommended Documents to upload with the Referral:**

- Most recent History & Physical (H&P)
- If the patient is HIV positive, include a recent HIV viral load and CD4 count
- C-peptide and HbA1c for kidney/pancreas or pancreas only referrals
- If the patient is on dialysis, dialysis rounding report, social work evaluation, nutrition evaluation
- Medication List
- Other recent studies (as available)
- EKG, CXR, ECHO, CT scans

Upload the required files here:

[Upload Files](#) Or drop files

Next

## VIEW *or* PRINT A PAST REFERRAL, *or* VIEW PATIENT’S STATUS:

1. Log in to your account.
2. On the top left, click on the link for the appropriate referral type.

medsleuth Home [Submit New Referral](#) Kidney Transplant Patients Liver Transplant Patients Sample User

## Transplant Referral Portal

**Kidney Patients**  
To submit a new referral, click here.

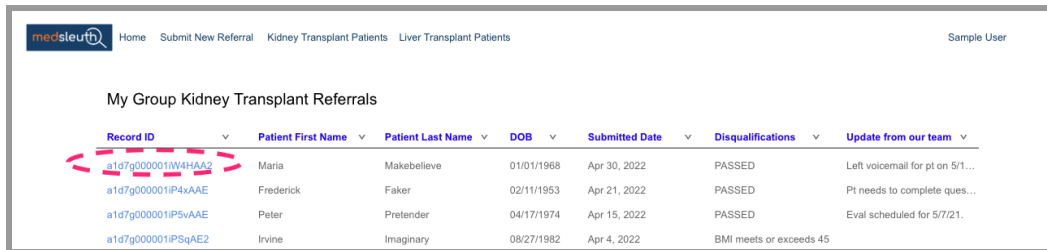
**Liver Patients**  
To submit a new referral, click here.

[Learn more](#) about transplant medicine at our hospital, [see educational materials](#), and more.

The information collected in this survey is strictly confidential and protected by Federal Law. Results are transmitted to authorized health care providers.

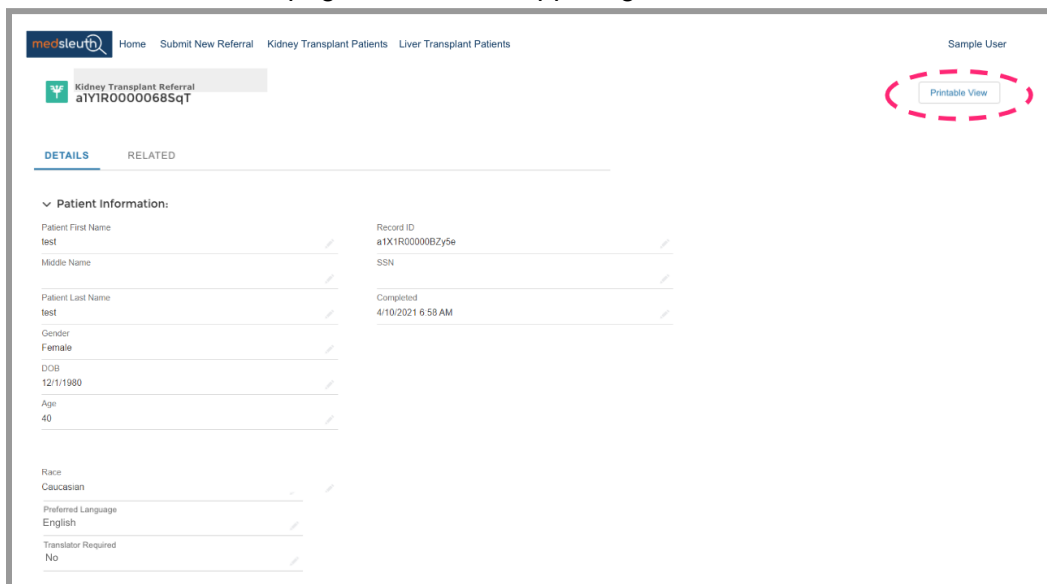
## VIEW or PRINT A PAST REFERRAL (*continued*):

- Open the referral by clicking on the blue “Record ID” link in the leftmost column. The patient’s status is also visible on this page.



Record ID	Patient First Name	Patient Last Name	DOB	Submitted Date	Disqualifications	Update from our team
<a href="#">a1d7g000001W4HAA2</a>	Maria	Makebelieve	01/01/1968	Apr 30, 2022	PASSED	Left voicemail for pt on 5/1...
<a href="#">a1d7g000001IP4xAAE</a>	Frederick	Faker	02/11/1953	Apr 21, 2022	PASSED	Pt needs to complete ques...
<a href="#">a1d7g000001IP5vAAE</a>	Peter	Pretender	04/17/1974	Apr 15, 2022	PASSED	Eval scheduled for 5/7/21.
<a href="#">a1d7g000001IP5qAE2</a>	Irvine	Imaginary	08/27/1982	Apr 4, 2022	BMI meets or exceeds 45	

- To print or to generate a PDF, click on “Printable view” in the upper right-hand corner, then click on “Print this page,” also in the upper right-hand corner.



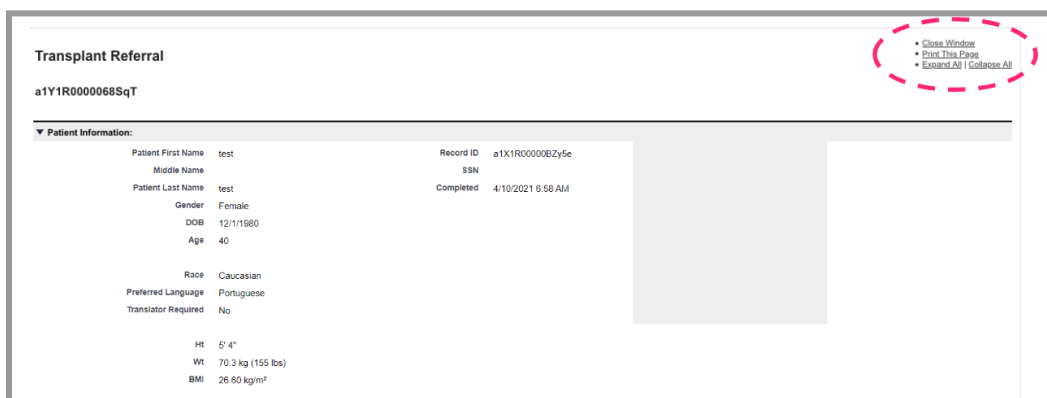
**Kidney Transplant Referral**  
a1Y1R0000068SqT

Home Submit New Referral Kidney Transplant Patients Liver Transplant Patients Sample User

**DETAILS** RELATED

▼ Patient Information:

Patient First Name	test	Record ID	a1X1R00000BZy5e
Middle Name		SSN	
Patient Last Name	test	Completed	4/10/2021 6:58 AM
Gender	Female		
DOB	12/1/1980		
Age	40		
Race	Caucasian		
Preferred Language	English		
Translator Required	No		



**Transplant Referral**  
a1Y1R0000068SqT

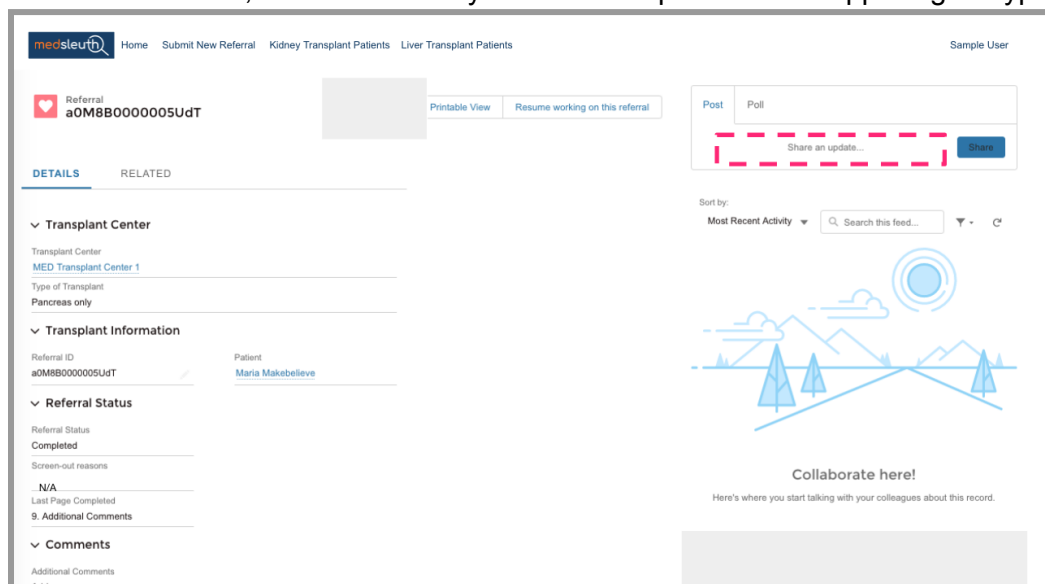
Close Window  
Print This Page  
Expand All | Collapse All

▼ Patient Information:

Patient First Name	test	Record ID	a1X1R00000BZy5e
Middle Name		SSN	
Patient Last Name	test	Completed	4/10/2021 6:58 AM
Gender	Female		
DOB	12/1/1980		
Age	40		
Race	Caucasian		
Preferred Language	Portuguese		
Translator Required	No		
Ht	6' 4"		
Wt	70.3 kg (155 lbs)		
BMI	26.60 kg/m²		

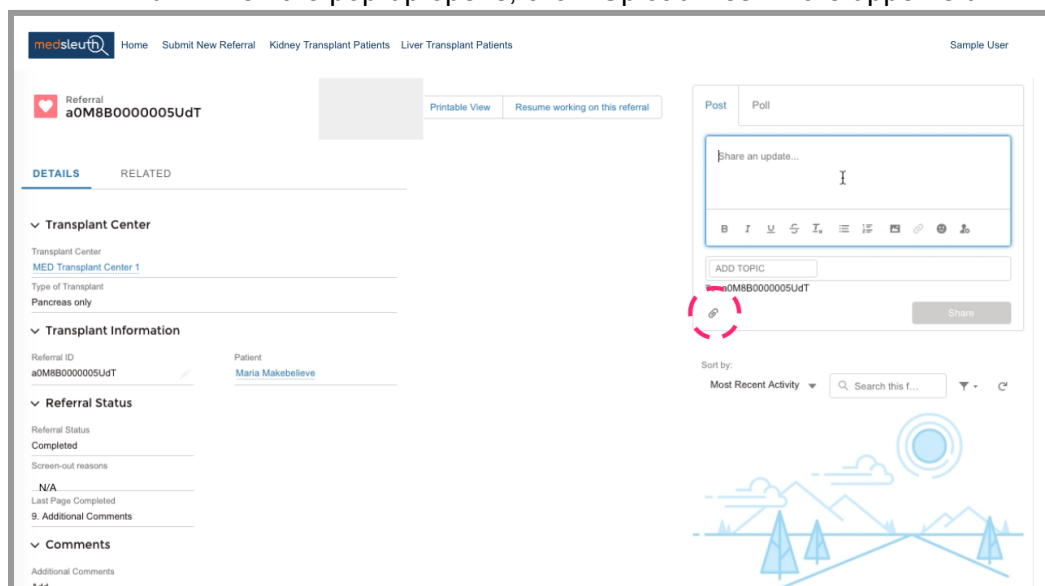
## SEND *and* VIEW MESSAGES:

1. Open the desired referral.
2. The messaging thread is on the right-hand side of your referral. To message transplant center staff, click where it says “Share an update” in the upper-right. Type your message.



### To attach a file to your message:

- a. Click on the paperclip icon below the left corner of the message box.
- b. When the pop-up opens, click “Upload files” in the upper left.



- c. Select the files you wish to upload, then click “Open.”
3. Click the blue “Share” button to send the message.  
*Whenever transplant staff send you a message, you will receive a notification email. Messages from staff will appear on the referral in the same messaging thread where you send messages.*