Program Management Queue Screen

Updated on March 2017

Home > Program Management – Search > Queue

Business Purpose:

The **Program Management (Queue)** page displays a listing of all the current outstanding referrals in the queue. Referrals can be external (from another Program) or internal (from same Program). The user must then Intake, Admin or Reject the active queue entries in order to clear off the queue items one-by-one.

How to:

1. From the **Program Management – Search** screen, click the **Queue** count of the Program you want to go to the Program's **Queue** listing screen.

2. The column headings in the listing: **Last Name, First Name, Referral Date, Referring Provider, Reason for Referral, Notes** and **From IntakeID,** can all be clicked to sort in ascending or descending order.

3. Click on Intake to start an intake for the Client to the right on the same queue entry. This will take you to the Client Management – Add/Edit Intake screen.

4. Click on Reject to reject the Client to the right on the same queue entry. This will take you to the Client Management – Admission Rejection screen.

5. Click the ⊕ Back to Programs action button to back to the **Program Management – Search** screen.

Important Notes: