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## Client Referral Screen

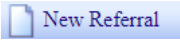
Updated on October 2023

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### Business Purpose:

The **Client Management – Referral** page displays a tabular listing of the client's referral history records for both service and bed programs.

### How to:

1. For each client referral history record, the referral **Program Name**, **Created On**, **Created By**, **Updated By**, **From Program**, **Notes**, **Status** and **Actions** are displayed.
2. Other than the **Actions** column on the table, each of the column headings are clickable and will execute a sort alternating between ascending and descending based upon the column heading. (For example, when you click on the **Created On**, the history records are then sorted in ascending order, the referral record with the oldest created date first.)
3. The Actions column shows whether the referral record is **View** only (non-active or expired) or can be **Update**d and can be clicked to go to the detailed referral screen.
4. A new referral can also be started here by clicking on the  **New Referral** action button.

### Important Notes:

1. The total number of records is shown at the bottom of every page.
2. A referral with the **Status** of pending means that it has not been accepted or rejected by the referred to Program.
3. A referral with the **Status** of accepted means that it has been accepted by the referred to Program.
4. A referral with the **Status** of rejected means that it has been rejected by the referred to Program.