**Dental Referral via In Basket Message**

1. In the Epic In Basket To: field, type in P SA10 DENTAL NAVIGATOR or click the magnifying glass to search for the Navigator pool.

 

1. In Search, you may type in SA10 NAVIGATOR to locate the Dental Navigator pool.



1. In the Subject field, type “Internal Referral to Dental”.



1. Choose patient by Patient Search or Recent Patients.



1. Free text any pertinent information. Helpful information can be what department the patient is being referred from (OB/Diabetes Integration Project/BHC, Well Child), insurance information (if known), and action requested (please call patient or appointment already made).



# Click Send.

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