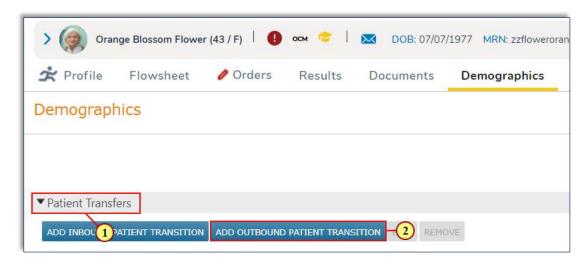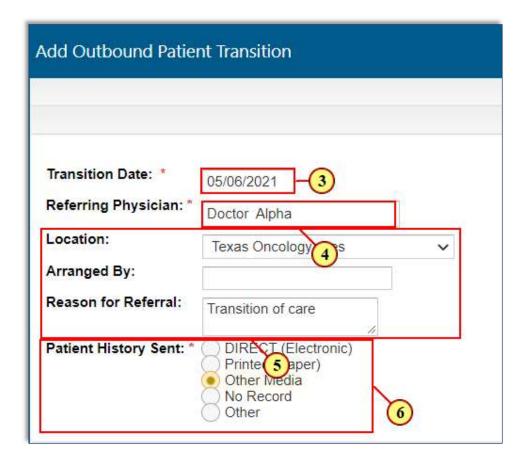# Closing the Referral Loop

> In this lesson, you will learn the required documentation for the MIPS **#347 Closing the Referral Loop** quality measure.
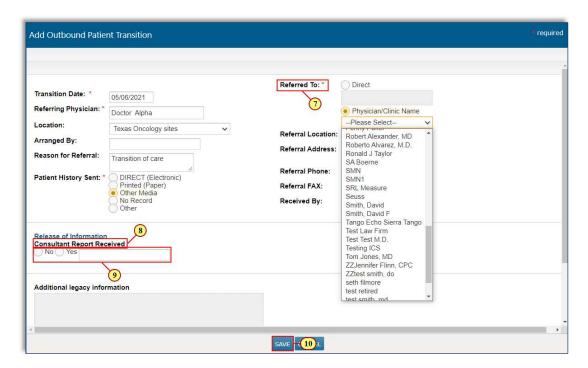>
> This measure includes all patients regardless of age, who had an encounter during the measurement period and were referred by one clinician to another clinician **on or before October 31 of the reporting year.**

1. Within the **Demographics** tab, go to the **Patient Transfers** section.

2. Clicking **ADD OUTBOUND PATIENT TRANSITION** allows you to enter the **Outbound Transfer** information.

Add Outbound Patient Transition

3. The **Transfer Date** is a required field and it defaults to today's date that can be changed as needed.

4. The **Referring Physician** defaults to the attending physician. Another name can be chosen by searching for and selecting the name from the list.

5. The following fields are optional and should be filled in if the information is available:

- **Location**
- **Arranged By**
- **Reason for Referral**

6. **Patient History Sent** is a required field. In this case we have selected **Other Media.**

7. **Referred To** is another required field. Using the drop-down menu gives you a selection of available external providers and facilities.

8. When an **Outbound Transition of Care** (referral) takes place, to close the referral loop, you must document when the Consultant Report is received. The date the report is received must be on or after the date of the **Outbound Transition of Care**.

9. Select the appropriate radio button. If you select **Yes**, indicate the date the report was received.

Note: The date the report was received cannot be earlier than the date of the transition.

10. Click **SAVE**.

11. Patient transitions of care can be reviewed under **Patient Transfers**.

If a **CCDA** is sent by Direct Messaging and is marked as an Outgoing Transition of Care, the **Outbound Transition of Care** information will automatically be documented under **Patient Transfers**.

This concludes the lesson for the MIPS **#347 Closing the Referral Loop** quality measure.