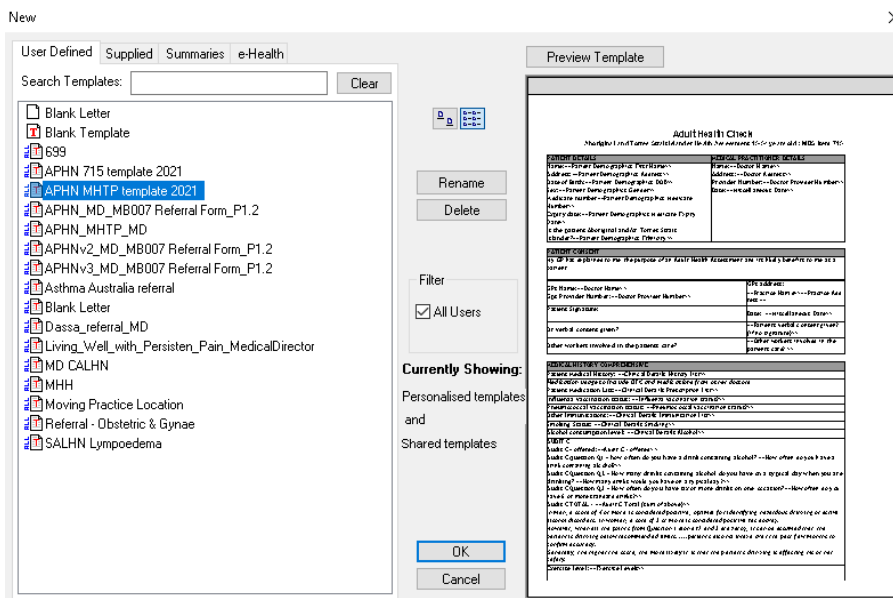# APHN CENTRAL REFERRAL UNIT (CRU) – SENDING A REFERRAL USING MEDICAL DIRECTOR HEALTHLINK

1. **Select a patient and open Letter Writer (F8)**

2. **Complete the appropriate template**

3. **Click the MD Exchange icon**

4. **Select the recipient in the To field**

5. **Select the Address Book tab and enter the name of the provider and click OK.**

6. **Add an appropriate Subject and click Send.**