Cornerstone* offers a comprehensive solution for managing your relationships and communications with referring veterinarians (RDVMs). There are a variety of ways to access referral information within Cornerstone.

You can view and manage the doctor and hospital information on the Hospital List and Doctor List windows. Go to Lists > Referrals > Hospitals or Doctors.

**Patient Clipboard**

When you select a patient on the Patient Clipboard, the primary RDVM displays on the Patient Information tab. Click the links to view additional RDVMs or communications with the primary RDVM. Click the RDVMs tab to view all current RDVMs and their associated hospital information; click the view details link to view or update the selected RDVM’s communication information.

**Patient Information window**

The Patient Information window’s Referrals tab allows you to view RDVMs and hospitals for the patient, as well as referral history for the patient.
Patient Check-in/out window

When you check a patient into the practice, if a primary RDVM has been assigned for the patient, the RDVM is listed. In addition, you can click the add/edit RDVMs link to open the Patient Information window’s Referrals tab, where you can update RDVM information.

Tip
To search for a doctor or hospital, on the Lists menu, go to Referrals > Doctors or Referrals > Hospitals and then enter information in the text boxes.

Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Key</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>F1</td>
<td>Display online Help for the current window.</td>
</tr>
<tr>
<td>F2</td>
<td>Look up values for a list, such as with ID fields.</td>
</tr>
<tr>
<td>Tab</td>
<td>Move the cursor to the next field.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>Move the cursor to the previous field.</td>
</tr>
<tr>
<td>Ctrl + D</td>
<td>Delete the selected record.</td>
</tr>
<tr>
<td>Ctrl + Enter</td>
<td>Move cursor to the next line in note areas.</td>
</tr>
</tbody>
</table>

Right-click Menus

Use right-click menus for quick access to many tools.

Tips
Double-click in an ID field to search for an item.
Double-click in many fields to open the corresponding window.

For More Information

For setup information and detailed instructions, see the Referral Relationship Management section of the Cornerstone* Help.
Go to idexxlearningcenter.com to view snippet videos about many features in Cornerstone.