

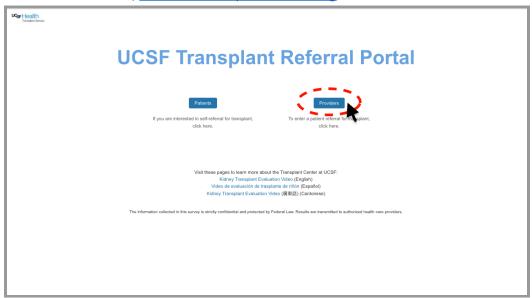
# **Using the UCSF Kidney Transplant Online Referral Portal**

www.UCSFTransplantReferral.org

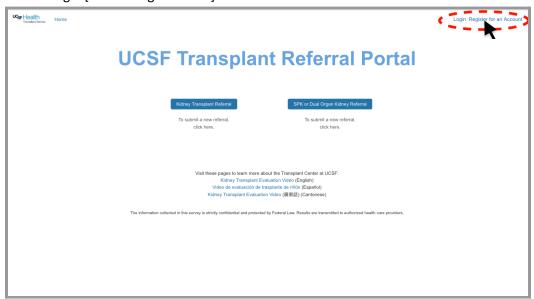
This online portal allows providers to refer patients for kidney, simultaneous pancreas-kidney (SPK), pancreas, or dual-organ transplant evaluation at UCSF.

### REGISTER FOR A NEW ACCOUNT or LOGIN TO AN EXISTING ACCOUNT:

1. Go to our website, www.UCSFTransplantReferral.org. Click on "Providers."



2. In the upper right-hand corner, click on "Register for an account [for new accounts]" or "Login [for existing accounts]."



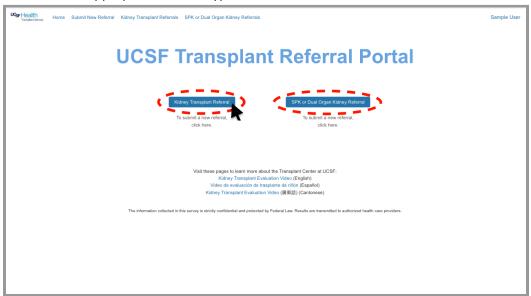
3. To register, fill in your contact information and click "Sign up." You should then receive an email from "Transplant Referral Portal." Click on the "set your password" link in the email.



4. Set a password and click "Change Password." You are now logged into your new account. Once you've created an account, you can also login directly at <a href="https://www.UCSFTransplantReferral.org/login">www.UCSFTransplantReferral.org/login</a>.

### **SUBMIT A NEW REFERRAL:**

- 1. Log into your account (see above).
- 2. Select the appropriate referral type.



3. Complete the questionnaire. All fields are required unless otherwise noted.

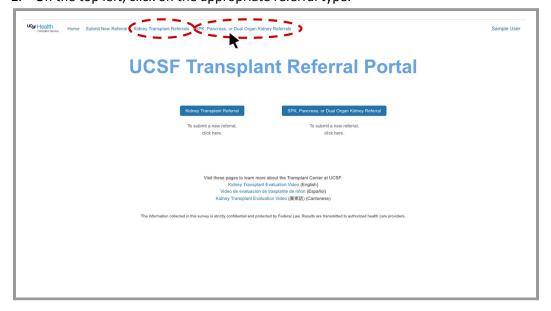
## **SUBMIT A NEW REFERRAL (continued):**

- 4. If your referral is accepted, you will be asked to upload documents. Click on "Upload Files" towards the bottom of the page. Upload as many of the requested files as you have.
- 5. Once you are finished uploading files, click "Submit." Your referral has now been submitted.



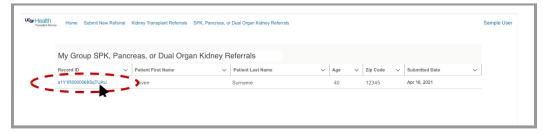
### **VIEW or PRINT A PAST REFERRAL:**

- 1. Log into your account.
- 2. On the top left, click on the appropriate referral type.



# **VIEW** or PRINT A PAST REFERRAL (continued):

3. Open the patient's record by clicking on the blue "Record ID" link in the leftmost column.



4. To print or to generate a PDF, click on "Printable view" in the upper right-hand corner, then click on "Print this page" in the upper right-hand corner.

