ENTERING NON PARENT/GUARDIAN NICU REFERRALS IN BTOTS
“Other” Referral Source For A Non Parent/Guardian Referral

- First, select “New Child Referral.”
- Next, select “Other Referral Source.”
- Then, select “Hospitals, including prenatal and postnatal care facilities” from the “Other Primary Referral Source” drop-down options.
- In the “Name of Organization” free text field, enter the specific NICU organization from which the non parent/guardian referral was received.
- For example, if the non parent/guardian referral came from Primary Children’s Hospital NICU, enter “Primary Children’s Hospital” in the “Name of Organization” field.
CONTINUING THE NON PARENT/GUARDIAN REFERRAL AS A “PARENT/GUARDIAN REFERRAL”

- To continue the non parent/guardian referral, go to the Child Folder.
- Next, select “Complete Parent Referral” under “Child Actions.”
- The referral source is “Parent/Guardian.”
- On Step 6, the BTOTS user will be able to choose the specific NICU from which the non parent/guardian referral was made.
- Select the exact NICU name from the “How did the Parent/Guardian Hear about Early Intervention?” field drop-down.
NICU DROP-DOWN OPTIONS IN THE “HOW CALLER HEARD?” FIELD

- NICU (Neonatal Intensive Care Unit)—Davis Hospital
- NICU (Neonatal Intensive Care Unit)—Dixie Regional Medical Center
- NICU (Neonatal Intensive Care Unit)—Intermountain Medical Center
- NICU (Neonatal Intensive Care Unit)—McKay-Dee Hospital
- NICU (Neonatal Intensive Care Unit)—Ogden Regional Medical Center
- NICU (Neonatal Intensive Care Unit)—Primary Children’s Hospital
- NICU (Neonatal Intensive Care Unit)—St. Mark’s Hospital
- NICU (Neonatal Intensive Care Unit)—St. Mary’s Hospital, Grand Junction, CO
- NICU (Neonatal Intensive Care Unit)—Timpanogos Regional Hospital
- NICU (Neonatal Intensive Care Unit)—University of Utah Hospital
- NICU (Neonatal Intensive Care Unit)—Utah Valley Regional Medical Center
CAPTURING NICU INFORMATION WHEN THE PARENT CANNOT BE CONTACTED TO COMPLETE THE NON PARENT/GUARDIAN REFERRAL

- If a parent cannot be contacted after the non parent/guardian referral has been entered in BTOTS, then the user will not be able to capture the NICU from which the referral came in the “How Caller Heard” field.

- In this case, enter the NICU name in the “Referral Notes” field on the “Referral” tab before deactivating the child.