

## Nursing Services Referral and Approval Process in SESIS

Step	Action
1.	Click to select <b>Nursing Referral</b> from the Create New Document dropdown.
2.	Click the <b>Go</b> button.
3.	Click the <b>Create</b> button.
4.	Click the <b>Nursing Referral Type</b> dropdown.
5.	Click to select the nursing referral type.
6.	Click the checkbox to answer the required questions.
7.	Click the checkbox to answer the required questions.
8.	Complete the remainder of the form as appropriate for the student, then click <b>Save, Done Editing</b> .
9.	Fax in any supporting documentation by clicking <b>Print... Fax Coversheet</b> .  The full lesson on <b>Faxing</b> can be found in the <b>Navigation Basics</b> module.
10.	Click the <b>More Actions</b> link.
11.	Click <b>Change Status of This Document</b> .
12.	Click <b>Review</b> .
13.	Click the <b>Accept</b> button to change the status of the document from Draft to Review.
14.	Click the <b>OK</b> button.
15.	Now that the document is in Review, a District Representative will view the "Status of Nursing Services" report
16.	Now that the referral has been completed and finalized, the IEP Team can view the "Status of Nursing Referrals" report. If approved, a new nursing service can be recommended on the IEP for the student.
17.	This concludes the lesson on the nursing services referral process. <b>End of Procedure.</b>

Adapted from: SESIS - Nursing Services Referral and Approval Process