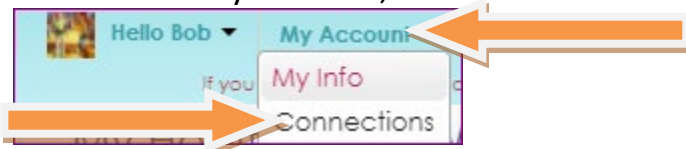


## Instructions for PROXY to request a referral:

- 1) Login to your FMH account.



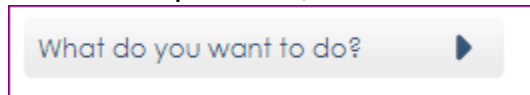
- 2) Click on the proxy name (this will be the default) at the top and choose the child for whom you wish to send a message.
- 3) Click on the My Account, then Connections



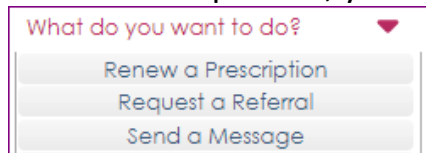
- 4) Then you see all the healthcare organizations listed
- 5) Find Center City Pediatrics



- 6) Select one provider, and click on the button that says “What do you want to do?”



- 7) From this drop down, you can perform 3 tasks:



- ✓ Renew a Prescription
- ✓ Request a Referral
- ✓ Send a message

Follow the prompts to complete this request

Please note that the Nurse Triage monitor the incoming message for urgency and forward to the appropriate staff member to complete the request.