Visit : https://transfercenterportal.ucihealth.org

1) In Main Page - Click Sign in: Enter Username and password.

2) Go to our email and copy the security code from your email that you just received from UCI into the sign in screen. Click **Verify.** This will take you to your personalized portal.

3) Click on New Request. And it will take you to the referral request form as seen below. Enter all the pertinent information. Most fields are required and marked with (*) asterisks. Click **Next**

Sample Intake Form

4) In documents screen - Click Create button and choose document type and upload each file for patient the patient. Do not send multiple patient information all in one file. Upload Insurance Information, Medical Records, Authorization or any other attachments related to the transfer request. Click **Submit**

UCI Health Transfer Center Portal   Home | My Requests | New Request | 🔍 | Ediz Tufekcioglu ▾

1 Intake Information ✔	2 Upload Documents

Please attach Insurance Card if available.

Documents

⊕ Create

Document Type	Created On
There are no records to display.	

Previous Submit

UCI Health Transfer Center Portal   Home | My Requests | New Request | 🔍 | Ediz Tufekcioglu ▾

1 Intake Information ✔	2 Upload Documents

Please attach Insurance Card if available.

Documents

⊕ Create

Document Type	Created On	
Insurance Card-Information	8/27/2024 2:49 PM	▾
Medical Records	8/27/2024 2:49 PM	▾
Authorization	8/27/2024 2:49 PM	▾

Previous **Submit**

5) You will see a screen saying your information have been submitted successfully.
6) To see the requests that you have submitted within the last 30 days, click on "**My Requests**" screen.

UCI Health Transfer Center Portal   Home | My Requests | New Request | 🔍 | Ediz Tufekcioglu ▾

Patient Last Name

▼ [   ]

Apply filter

Intake Number	Created On	Patient Last Name	Patient Middle Name	Patient First Name	Patient DOB	Intake Status	Provider Specialty	
001310	8/27/2024 1:53 PM	Tufekcioglu		Ediz	8/5/2024	Submitted	sd	▾
001311	8/27/2024 2:47 PM	Tufekcioglu		fgfgfgf	8/5/2024	Submitted	PC	▾