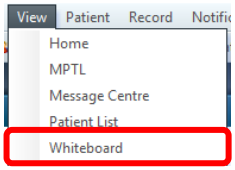
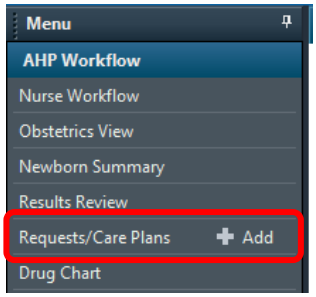
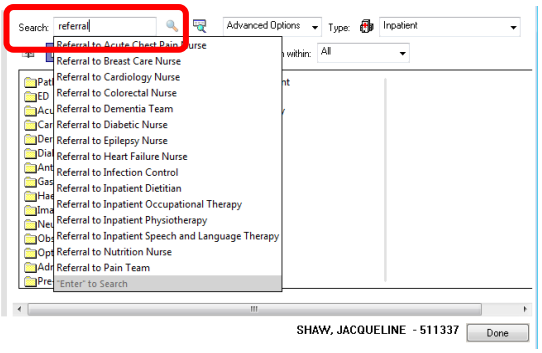
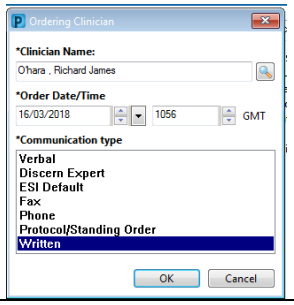
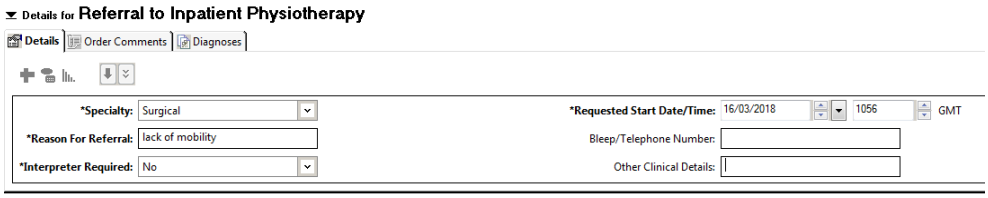
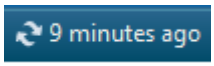
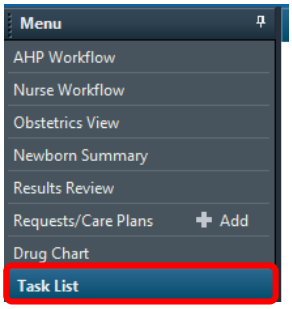
Completing an AHP Referral from the Whiteboard

1.	Click on the Whiteboard icon from the Tool bar (if this is not visable click on view and select from menu). 
2.	Select your patient from the whiteboard (once you open the record this will establish a relationship with the patient).
3.	Select Requests/Careplans from the main left hand menu. 
4.	Click on Add.
5.	Type referral in the search field and select the one relevant to you. 
6.	The ordering clinician window will open, check the details are correct and then click on OK. 

7.	Click on Done.
8.	Complete the Mandatory fields (highlighted in yellow or marked with an asterisk). 
9.	Click on sign.
10.	Click on Refresh 
11.	Click on Task List within the Patients menu the referal will show (the referral will also show on the MPTL