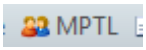
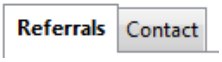
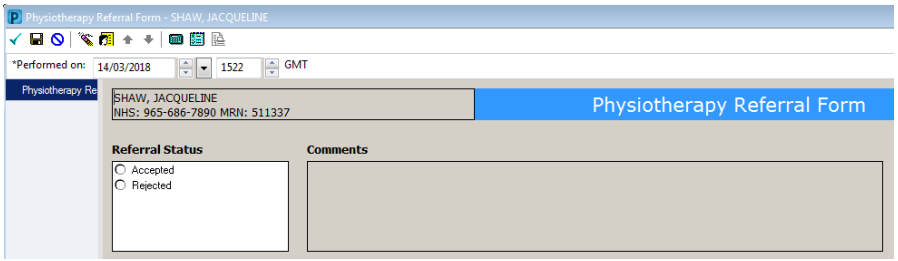
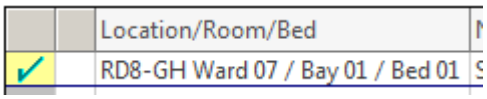
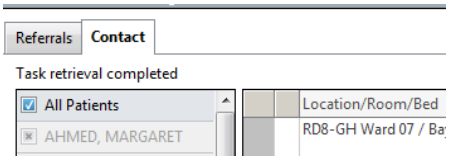
Accepting/Rejecting a Referral from the MPTL

1.	Click on MPTL icon. 
2.	Select the Referrals tab. 
3.	Double click on your Patient within the list and the referral form opens. Select the relevant option (Accepted/Rejected) but note, if rejected you need to complete the comments field explaining why. 
4.	Click on the green tick to sign the form.
5.	The Tick will transfer to the MPTL. 
6.	Click on Refresh.
7.	The Patient will have dropped off the list and show in the contacts form (if Accepted).