

Version Number – 2.0

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IT Dept Quick Reference Guide (QRG)

REFERRALS TO SPECIALITY

	Communicate 👻
4	From the patient record, click the arrow next to the Communicate icon in the toolbar.
1.	2221VILLEARS, HARK 1902035 Opened by SER LPES, Lenselhant Task Edit View Patient Record Links Notifications Navigation Help
	🖞 Home 🖃 Message Centre 🧄 Patent List 👫 Whiteboard 👫 CareCompass 👫 Doctor's Worklist 👫 Discharge Dearboard 👫 Scheduling 📾 MPTL. Maternity Whiteboard 🚺 Collection Runs 😰 Case Selection 🐂 Rapid Response Service
	ZZZWILLIAMS, MARK Z ZZZWILLIAMS, MARK Age:37 years Sec:Male Allergies: No Known Allergies D08:10/0ct/80 MRt:902625
	PDD: Resus: NHS No: Menu 4 ✓
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	Obstet/so Vew Patient Information E+ © Visit Summary Resolv Builder Chief Conclusion Chief Conclusion
	Next select the Consult option from the drop down.
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	As you are doing this referral from within the patient record, it has already populated the patients name
3.	into the patient field. In the To: box, select the binocular icon to the right.
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	Y High 🕻 Notify 📓 Message Journal (1)
	To:
	CC: Subject: Schedit Message
	Message ▼ 12 ▼ ③ ● ● ● × B U Z 5 ■ Ξ 3 ▲ ₩ ψ
	Click the button next to Pool. Type 'refer' into the search and this will bring through a list of the referral team pools.Select the one you want by clicking on it, pressing add then finalising with OK.
Λ	Address Book
4.	Internal
	Type a name or select from list: Show names from Global Address Book
	Staff
	Name Name
	Referral - Convectal Referral - Convectal Referral - Convectal Referral - Convectal Referral - Energy Surgery
	Referral - Endregency Surgery Referral - ENT Referral - Soutconstrology Referral - General Medicine Add
	Referal - General Surgery Referal - General Surgery Referal - General Surgery Referal - General Surgery Referal - Homemotopy
	Referal - Neurology Referal - Neurology Referal - Neurology
	More
	Cancel
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