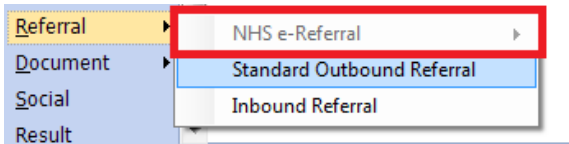


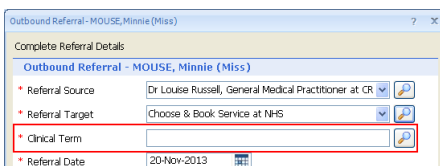
NECS Clinical Systems Specialist Team EMIS WEB – Admin Creating Referrals

Creating an e-Referral (Previously choose & book referral)

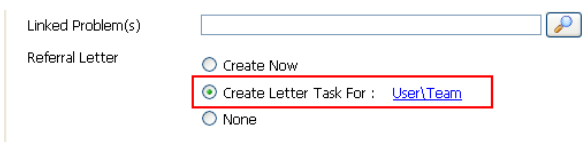
1. Start a referral either by:
 - a. Starting a consultation
 - b. Clicking on an **Add** button from within one of the care record tabs
2. Select **Referral** and select **NHS e-Referral** –then select the urgency and complete the Referring GP



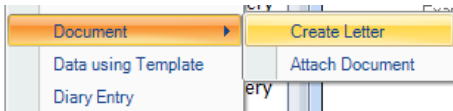
3. E-Referrals/Choose and Book will launch – complete as normal and print the summary out for the patient. You must click **service selected** from the bottom right drop down – do not click close manually.
4. A Dialogue will now display – click **Clinical Term** and code the type of referral E.G. Referral to ENT, Urology, etc.



5. You must now select **Create Letter Task For** and select **User/Team** link – select either yourself or Secretaries team depending on who will be responsible for the letter. Alternatively select **Create Now**



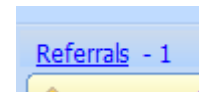
6. Click **OK**
7. To write a letter go to the **Add** button or from a consultation header – select **Document** – **Create Letter**



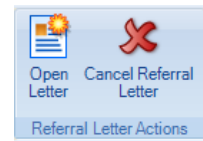
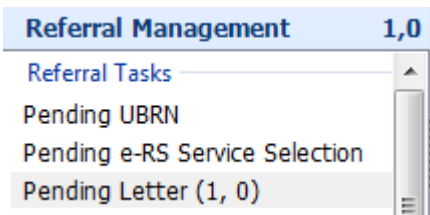
8. Select your letter template from the list or click the magnify glass to find
9. Complete the letter as normal
10. Click **File** and select **Print** if required
11. Click **File** and select **Save and Close**

Attaching a letter to an e-Referral

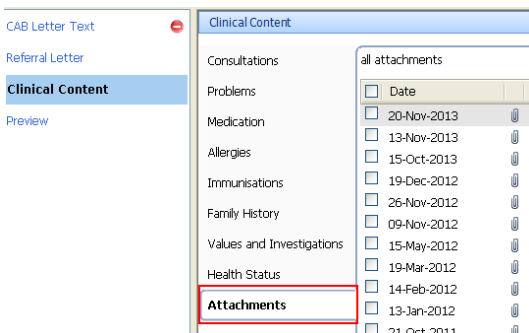
1. Open the **Referrals tasks** in the Workflow Manager, either by:



- a. Click the **Referrals tasks** bar link
- b. Select the Workflow Manager toolbar button or link. Then select the **Referral Management** module and the **Pending letters** inbox



2. Click to highlight the relevant patient and click **Open Letter** from the ribbon
3. In the **CAB letter Text** section – type in the field See Attached Referral Letter etc.
4. Click **Clinical Content** – Click **Attachments** and select the letter to attach. Select any other relevant sections of the patient record if necessary e.g. Allergies etc.



5. Click **Authorise and Send** when complete – the letter will now attach to the e-Referral and the task will be completed