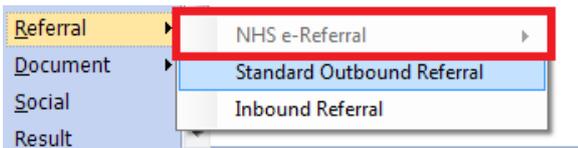


NECS Clinical Systems Specialist Team

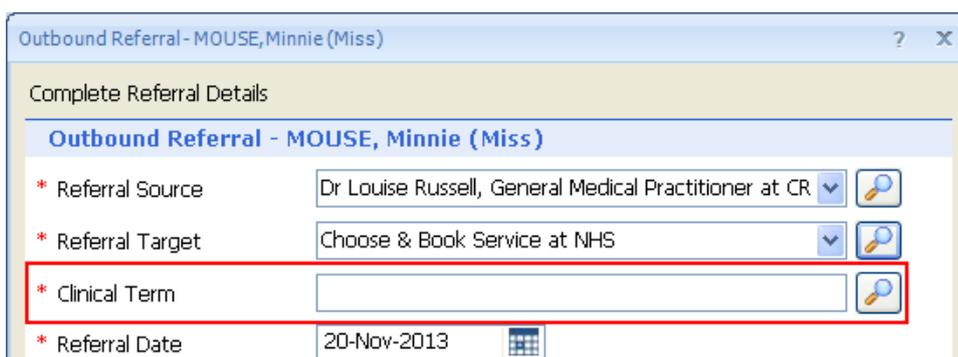
EMIS WEB – Clinicians Creating a Referral

Creating an E-Referral

1. From within a consultation, click on the **Referral** section



2. Select **NHS e-Referral** – and then select the relevant urgency
3. Select the referring clinician's name
4. e-Referrals will launch, complete as normal. Do not click close or Log out of e-Referrals until finished
5. You must now select an option from the drop down menu at the bottom right
6. Click **OK**
7. A dialogue will now display, click the magnifying glass to the right of **Clinical Term** and code the type of referral e.g. Referral to ENT, Urology, etc.

A screenshot of a dialog box titled 'Outbound Referral - MOUSE, Minnie (Miss)'. The dialog box contains a form with the following fields:

- * Referral Source: Dr Louise Russell, General Medical Practitioner at CR (with a magnifying glass icon)
- * Referral Target: Choose & Book Service at NHS (with a magnifying glass icon)
- * Clinical Term: (with a magnifying glass icon)
- * Referral Date: 20-Nov-2013 (with a calendar icon)

The 'Clinical Term' field is highlighted with a red box.

8. You must now select **Create Letter Task For** and click the **User/Team** link – select either specific user or Secretaries team, or select **Create Now** if you want to write the letter immediately

Linked Problem(s) 

Referral Letter

Create Now

Create Letter Task For : [User\Team](#)

None

9. Click **OK**

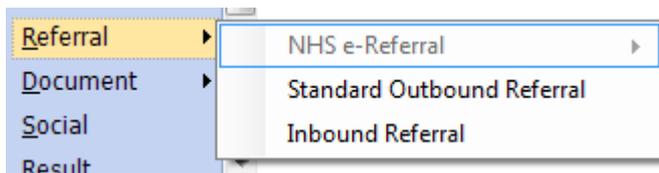
10. Continue your consultation and save as normal

If you need a reminder to dictate the Referral letter – click Create task from the ribbon and send yourself a reminder task

Creating a Referral (non e-referral)

1. From Consultation click the **Referral** section

2. Select **Standard Outbound Referral**



3. The Outbound Referral dialogue will display, complete the following:

- **Referral Source** – the clinician who is referring the patient
- **Referral Target** – the place you are referring to e.g. The Queen Elizabeth, Freeman etc. Click the Magnify Glass to search.
- **Clinical Term** – the type of referral e.g. Physiotherapy etc.

4. Check all other details

5. You must now select **Create Letter Task for** and select **User/Team** link – select either specific user or Secretaries team, or select **Create Now** to write the letter immediately

Linked Problem(s) 

Referral Letter

Create Now

Create Letter Task For : [User\Team](#)

None

6. Click **OK**

7. Continue your consultation and save as normal