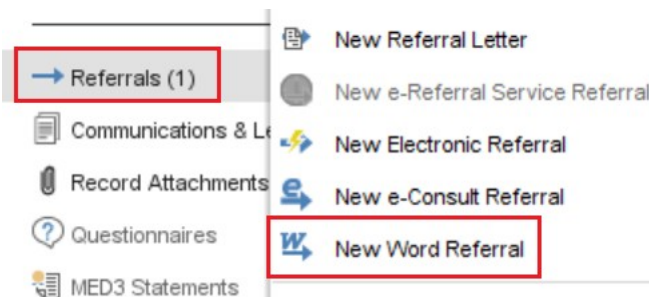


NECS Clinical Systems Specialist Team


Creating and Amending Referral Letters Using Integrated Word

Creating a New Word Referral

1. Search for and Retrieve a Patient Record
2. Right click on the **Referral node** within the clinical tree
3. Select **New Word Referral**

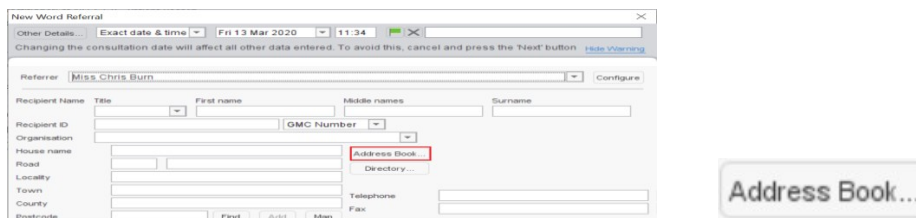


4. Select a Referrer from the drop down menu



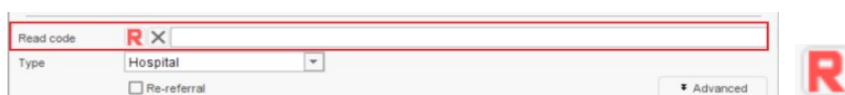
A screenshot of the 'New Word Referral' form. The 'Referrer' dropdown menu is highlighted with a red box and contains the text 'Miss Chris Burn'. A 'Configure' button is visible to the right of the dropdown. The form also shows a date and time field set to 'Fri 13 Mar 2020' and '11:34'.

5. Click into **Address Book**, select a recipient



A screenshot of the 'New Word Referral' form showing the recipient details section. The 'Address Book...' button is highlighted with a red box. The form includes fields for Recipient Name, Title, First name, Middle names, Surname, Recipient ID, Organisation, OMC Number, House name, Road, Locality, Town, Country, Postcode, Telephone, and Fax. A 'Find' button is also visible.

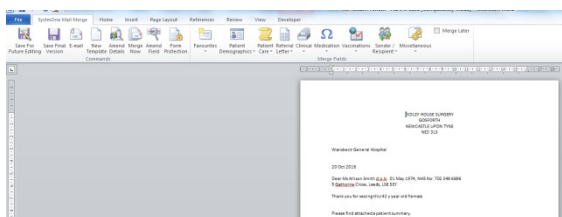
6. Ensure a referral read code is selected by Clicking on the Red **R** button



A screenshot of the 'New Word Referral' form showing the 'Read code' dropdown menu. The dropdown is highlighted with a red box and contains the text 'R X'. A red 'R' button is visible to the right of the dropdown. The form also shows a 'Type' dropdown set to 'Hospital' and a 'Re-referral' checkbox.

7. Select an Urgency
8. Click **Choose Template** to select a letter template and click **OK**
9. Click **Write Now**

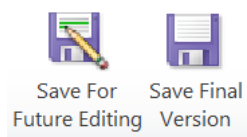
- You may be asked about recording a recipient ID. Click Yes as you do not need to add an ID
- The referral will now display with the patients details merged. Make any amendments to the template and type the referral as required



If this letter needs to be checked and possibly amended then you must select **Save for future editing**

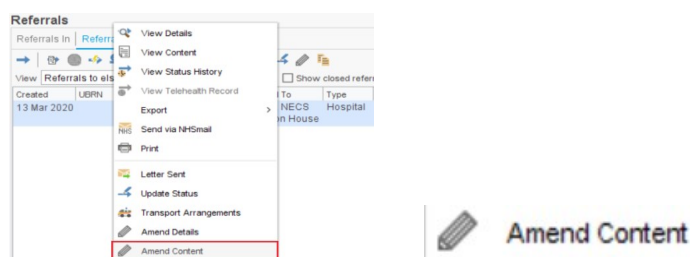
- Click **Save for future editing**

- If this is the final version:
 - Click **Print**
 - Click **Save Final Version**
 - Click **Yes** to confirm



Amending a Referral

- From the Referral Node within the Clinical Tree, Right click on the required referral
- Select **Amend Content**



The referral letter will display:

- Make changes to the letter as required
- Click **Print**, to print the referral
- Click **Save Final Version**
- Click **Yes** to confirm this is the final version

Note: Once **Save Final version** is selected and confirmed you cannot amend that referral.