

User Guide

How to Modify a Previously Completed Form

Introduction

This guide will show you how to make changes to a referral form that has previously been completed.

Instructions

1. Open DXS Point-of-Care and navigate to the relevant completed form in the 'Forms' section.





2. Right click on the form and select 'Create Copy'.



3. Alternatively, the 'Create Copy' button located in the toolbar can be selected.



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4. A notification will appear stating that a new draft copy of the form will be created.

| 😽 Forms - GREEN, Patricia Ginny (Mrs) - 538 25 | 3 6403 | | | – 0 X | | |
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| | Form - Completed Original Log | | | | | |
| | Instructions "Please submit referral via ERS" | | | ~ | | |
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| | UK Cancel week wait referrals) | | | | | |
| | | | | | | |
| | Date of decisio | Date of decision to refer: 18-Mar-2020 Date referral received at Trust: 19-Mar-2020 | | | | |
| | Patient Deta | ls | | | | |
| | Surname: | Green First name: Patricia Ginny | Title: Mrs | | | |
| | Sex: Ethnicity: | Female DOB: 18-Mar-1957 South and Central American - ethnic Language: | Afrikaans language interpreter needed | | | |
| | | category 2001 census | | | | |
| | Interpreter requ | ired: Y N Transport required : | Y LI N LI | | | |
| | Patient addres | s: 43 Green Lane Gomersal Hill Top, Utley West Yorkshire WF8 1PZ | | | | |
| | Contact numbr | rs: | | | | |
| | < Home: | 0807 611 0285 Mobile: +277 6084 067 | R Email: natricia rreen@lotus.c | 100% 🕞 —— 🕅 🖶 | | |
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5. The copied form will be placed in the 'Inbox' folder with a corresponding version number.





6. The form can now be edited and saved to the patient record.

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| [Draft] GREEN, Patricia Ginny (Mrs) - 2 Complete | mail Repopulate Clear Sign Add File Save Assig | n Submit Complete Create Copy Delete | 🎙 🧌 🚱 🚴 Filter Show All Refresh Status | ↓ • • • • • | | |
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| This | This is a copied Form (version 2) - This is the latest version of this Form Versions Versions | | | | | |
| i Instructions "Please submit referral via ERS" | | | | | | |
| D | raft | | | D Í | | |
| | D. | Breast Referral (including 2 week wait referrals) | | | | |
| | Date of decision to | refer: 18-Mar-2020 | Date referral received at Trust: 19-Mar-2020 | Лап | | |
| | Patient Details | | | | | |
| | Surname: | Green First name: | Patricia Ginny Title: Mrs | | | |
| | Sex: | Female DOB: | 18-Mar-1957 NHS number: 538 258 | 6403 | | |
| | Ethnicity: | South and Central American - ethnic category 2001 census | Language: Afrikaans language inte | preter needed | | |
| | Interpreter required | | Transport Y N | Juneft | | |
| | Patient address: | 43 Green Lane Gomersal Hill Top, Utley West Yorkshire WF8 1PZ | | Jran | | |
| | Contact numbers: | | | | | |
| | Home: | 0807 611 0285 Mobile: | +277 6084 0678 Email: patricia. o.uk | green@lotus.c | | |
| | Practice Details | | | | | |
| | Usual GP name: | DXS, Dxs (Mr) | | × 100% | | |
| < | | | | TODD, Emelina (Dr) Partner Test CDB29391 Clinical Role | | |
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- 7. Read the 'How to Save a Referral Form to the Patient Record' user guide for step-by-step guidelines on saving to the patient record.
- 8. Once the form has been saved, it will be moved to the 'Complete' folder.





9. Copied forms in the 'Complete' folder will be accompanied by a version number.





Support

0800 028 0004 (option 1)

support-uk@dxs-systems.com



dxs-systems.co.uk

Training



0800 028 0004 (option 2)

training@dxs-systems.co.uk \boxtimes



