



# Point-of-Care

## **User Guide**

How to Save a Referral Form to the  
Patient Record

EMIS

# Introduction

You can save a completed referral form directly to the patient's record from within DXS Point-of-Care. This guide will show you how to save a referral form to the patient record.

# Instructions

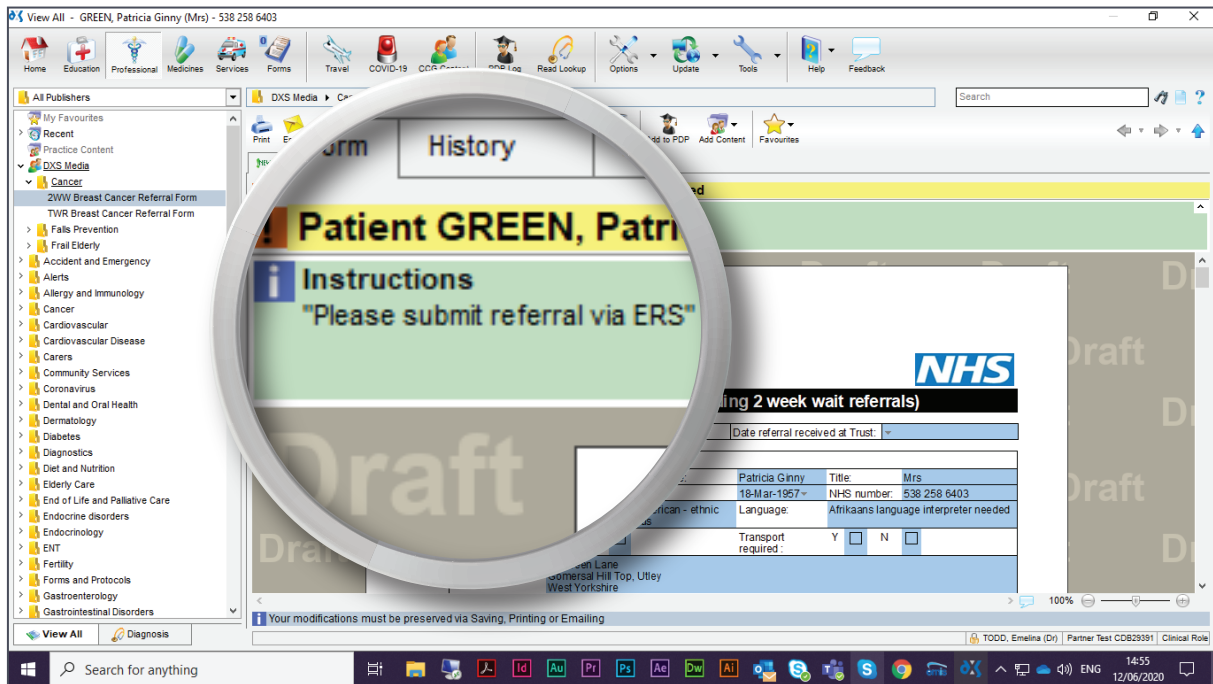
1. Open DXS Point-of-Care and navigate to the relevant referral form.

The screenshot displays the DXS Point-of-Care software interface. The main window shows a patient record for Patricia Ginny (Mrs) with the NHS number 538 258 6403. The interface includes a navigation pane on the left with categories like 'Cancer', 'Cardiovascular', and 'Diabetes'. The central area displays a 'Breast Referral (including 2 week wait referrals)' form. The form includes a date of decision to refer (12-Jun-2020) and a date referral received at Trust. Below this is a 'Patient Details' table with the following information:

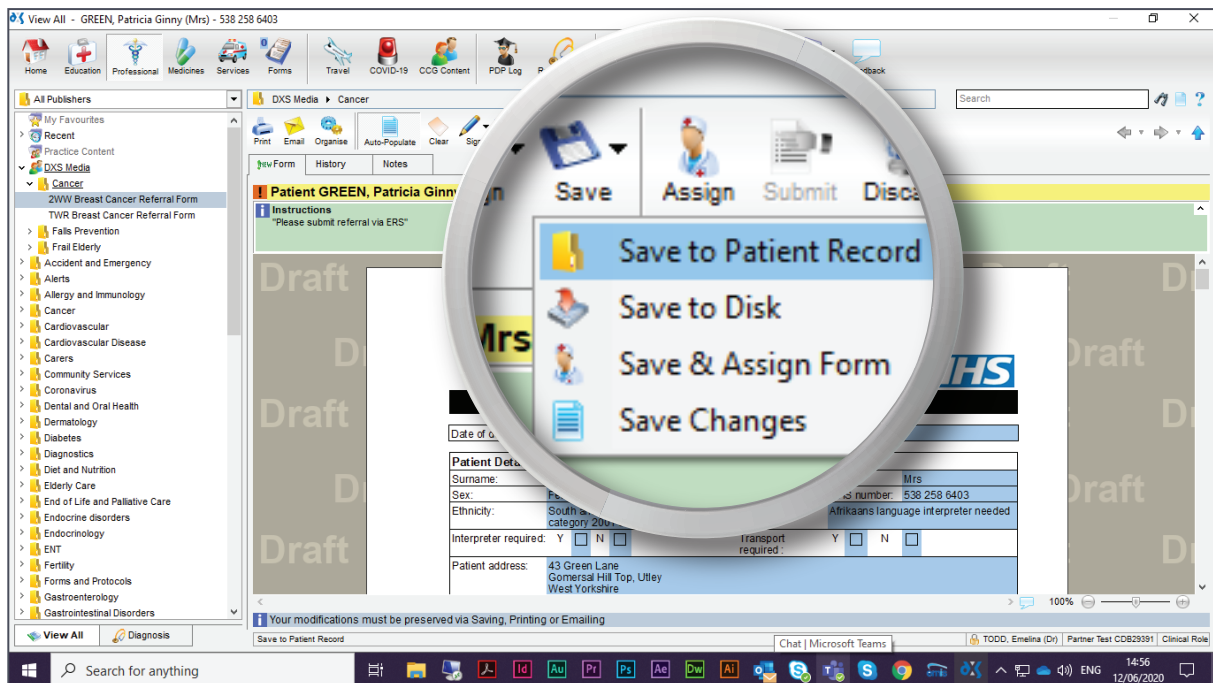
Patient Details					
Surname:	Green	First name:	Patricia Ginny	Title:	Mrs
Sex:	Female	DOB:	18-Mar-1957	NHS number:	538 258 6403
Ethnicity:	South and Central American - ethnic category 2001 census		Language:	Afrikaans language interpreter needed	
Interpreter required:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	Transport required:	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N
Patient address:	43 Green Lane Gomersal Hill Top, Utley West Yorkshire				

The form also features the NHS logo and a 'Draft' watermark. The bottom of the screen shows the Windows taskbar with the system clock at 14:53 on 12/06/2020.

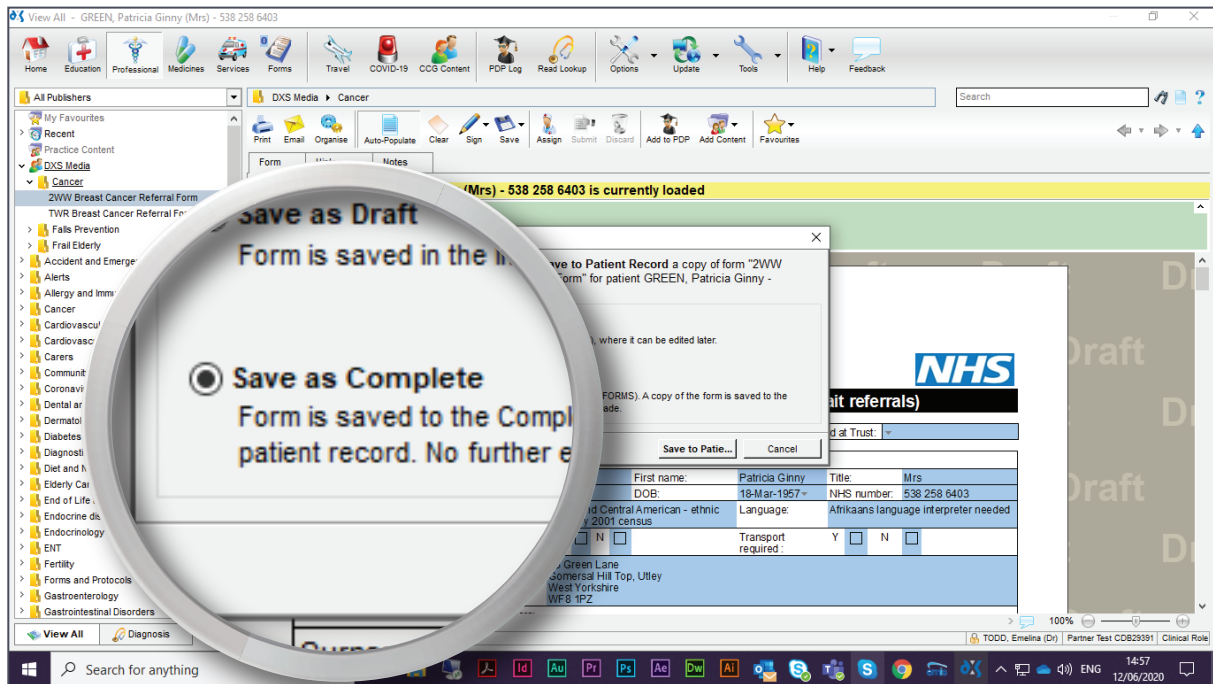
2. If relevant, the completed referral form can be submitted via the e-Referral Service once saved to the patient's record.



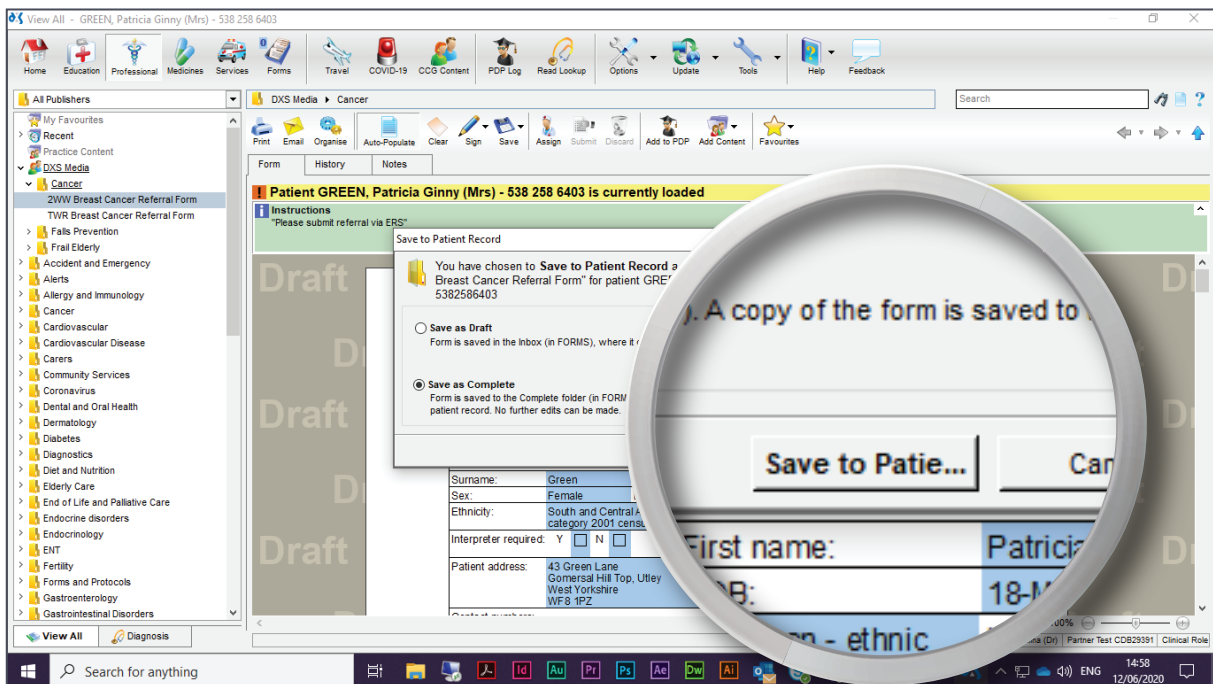
3. On the toolbar, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.



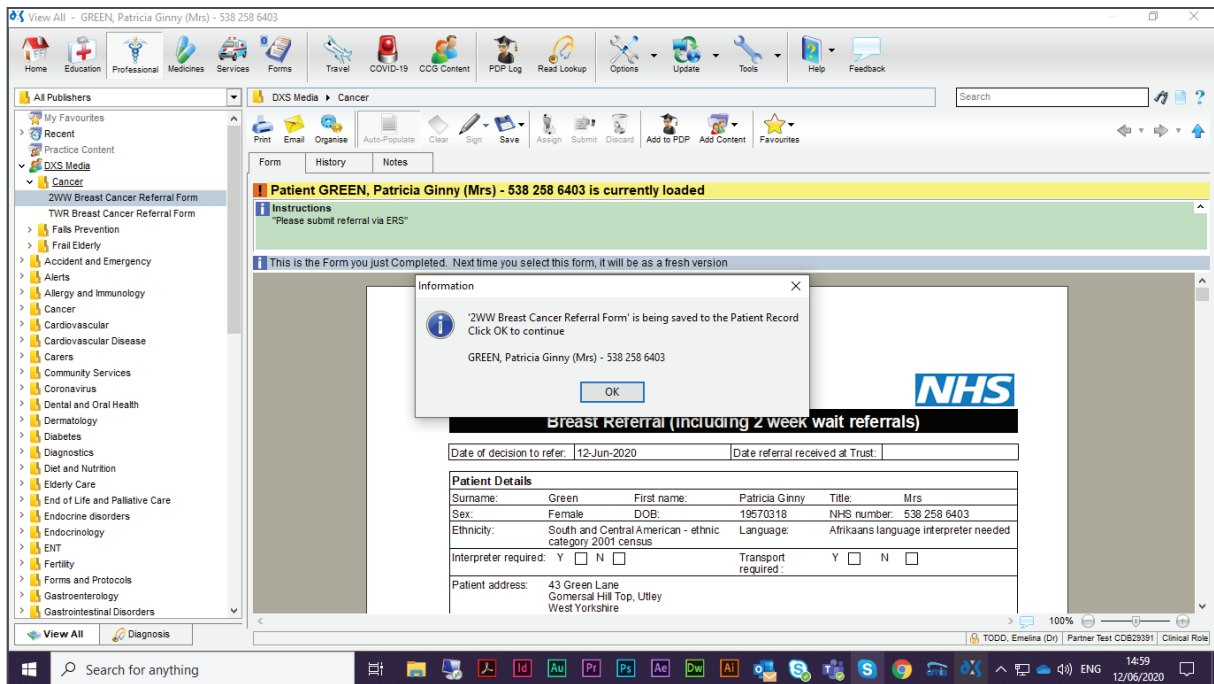
4. A prompt box will appear with the option to 'Save as Complete' selected by default.



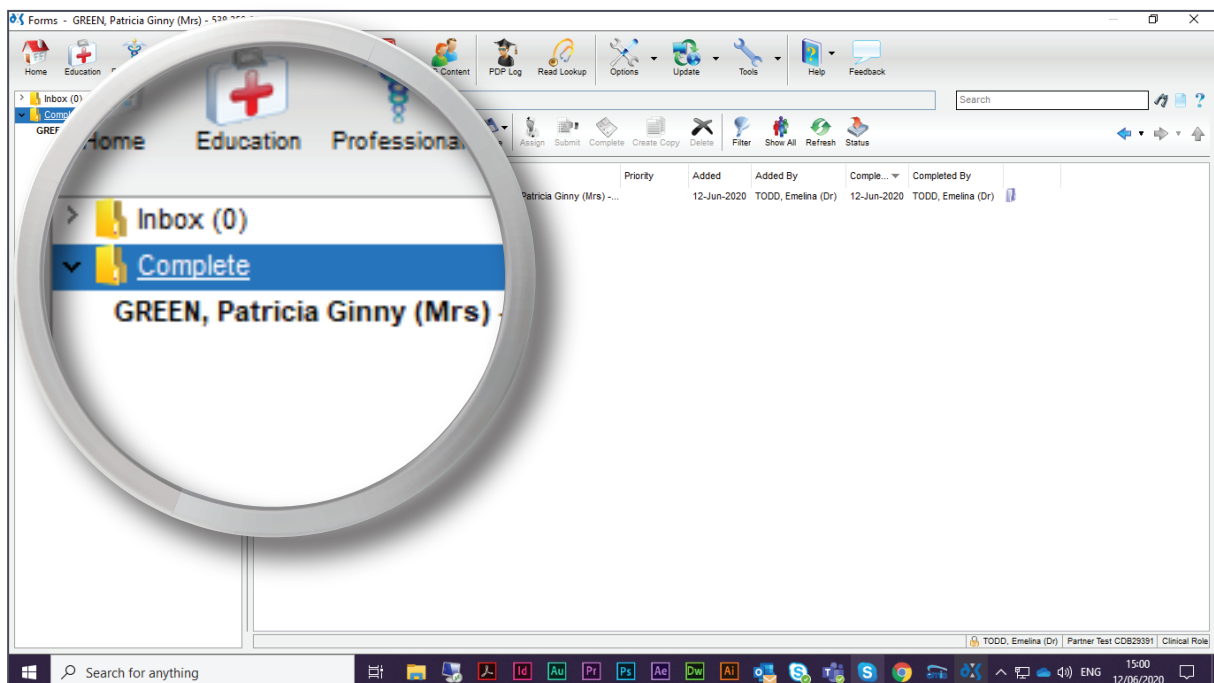
5. Click 'Save to Patient Record'.



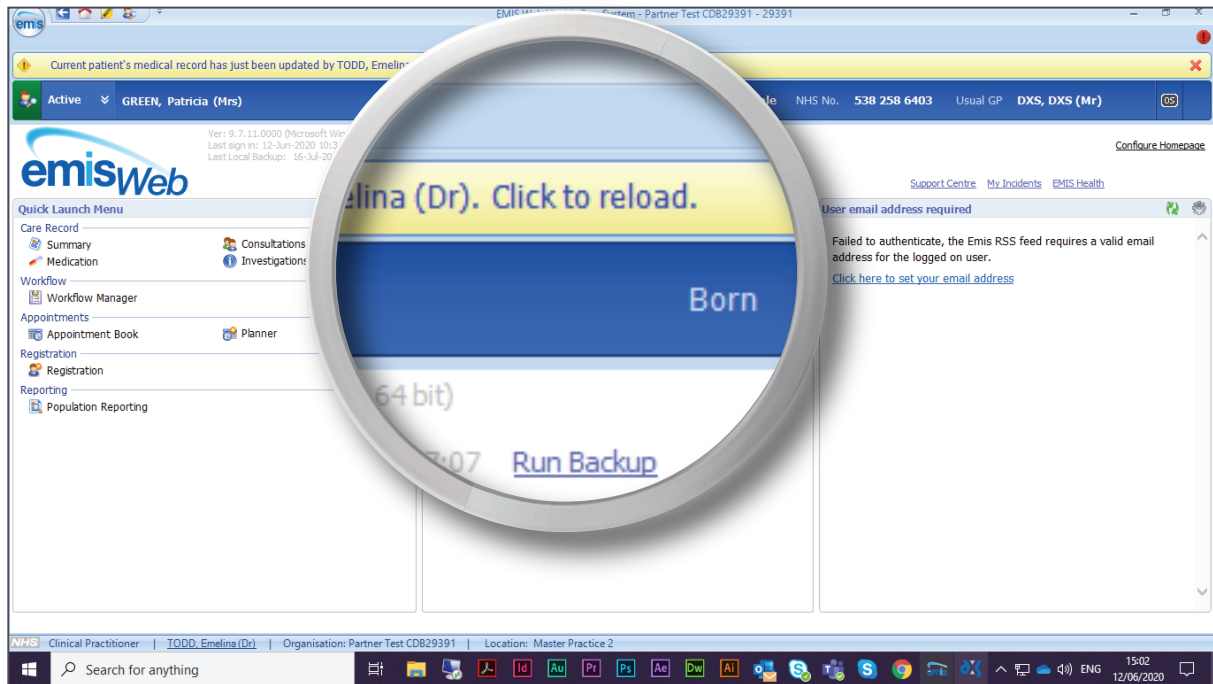
- A notification will appear stating that the form is being saved to the current patient's record.



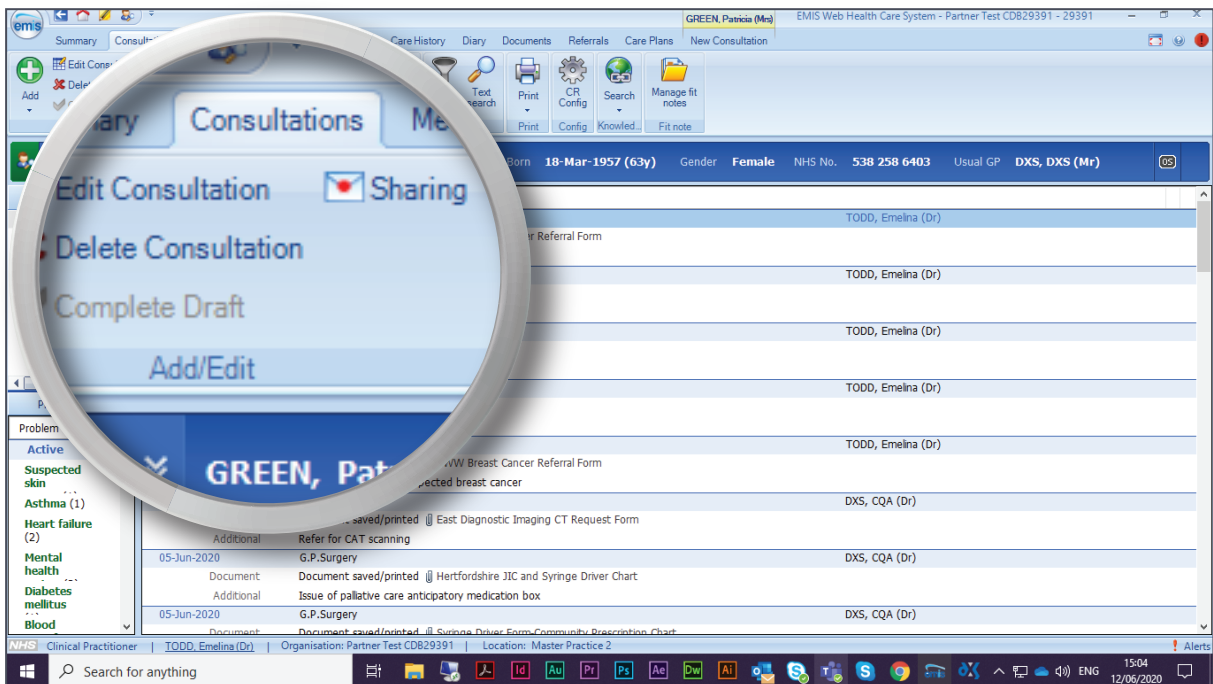
- The form will convert to PDF and will no longer be editable.
- The saved referral form will now be available in the 'Forms' section under the 'Complete' folder.



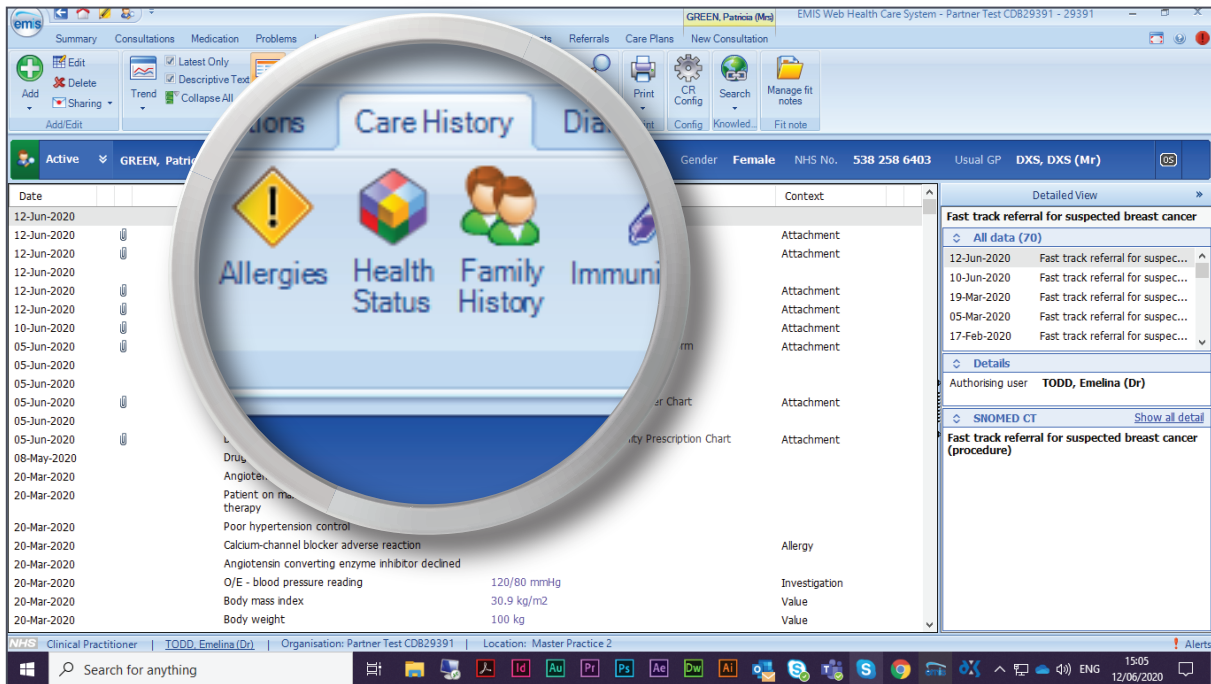
9. Go back to the clinical system and select 'Click to reload'.



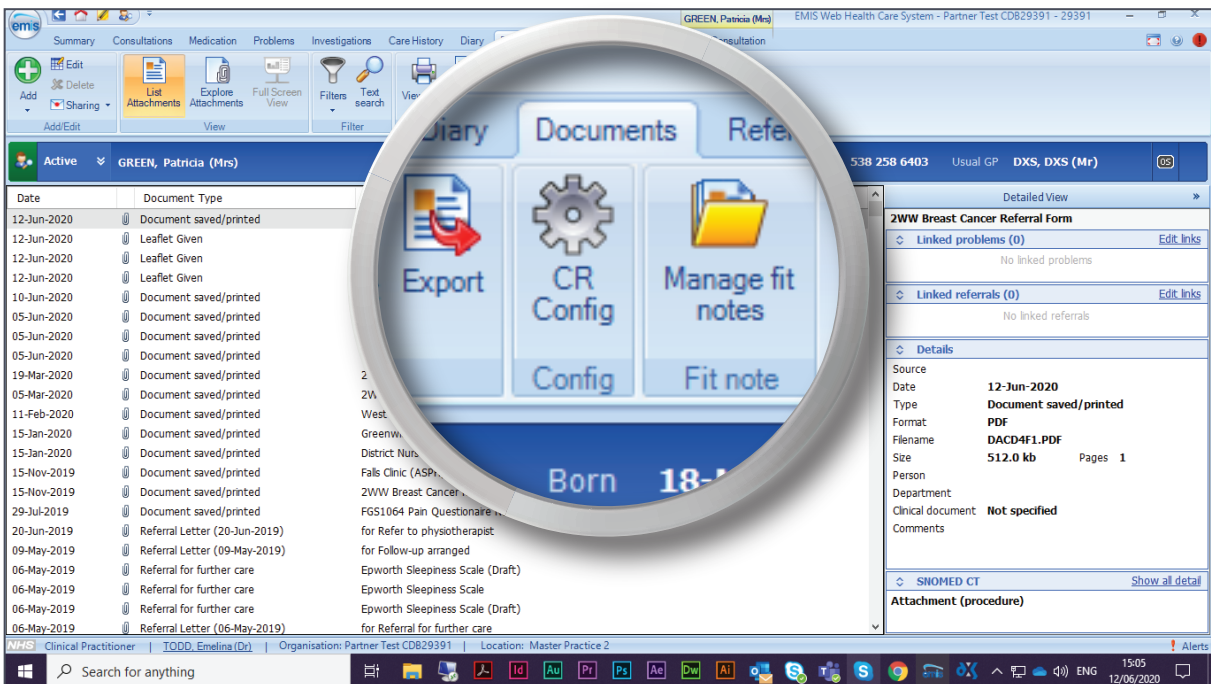
10. The referral form will be available under the 'Consultations' tab.



11. Under the 'Care History' tab.



12. As well as under the 'Documents' tab.



# Support

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0800 028 0004 (option 1)



support-uk@dxs-systems.com



[dxs-systems.co.uk](https://dxs-systems.co.uk)

# Training

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0800 028 0004 (option 2)



[training@dxs-systems.co.uk](mailto:training@dxs-systems.co.uk)



[training.dxs-systems.com](https://training.dxs-systems.com)

