

User Guide

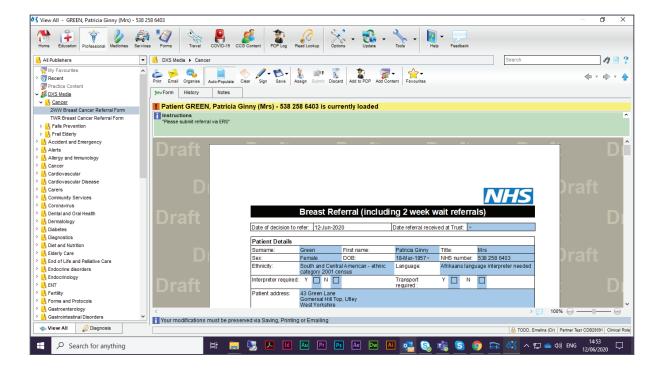
How to Save a Referral Form to the Patient Record EMIS

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.

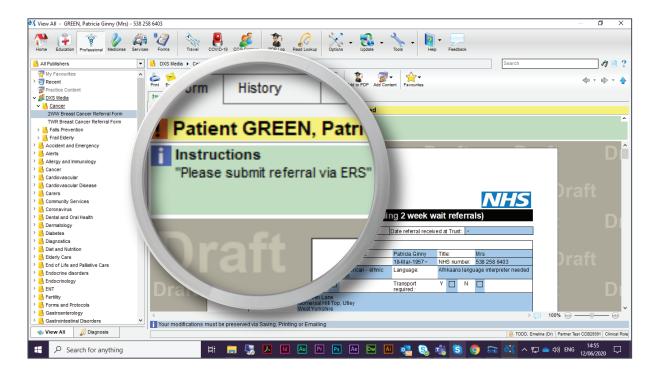
Instructions

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

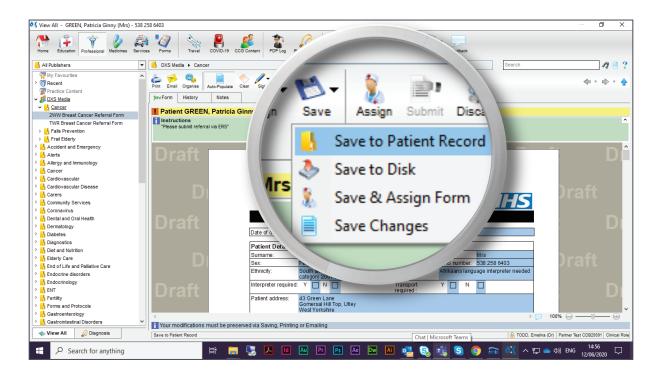




2. If relevant, the completed referral form can be submitted via the e-Referral Service once saved to the patient's record.

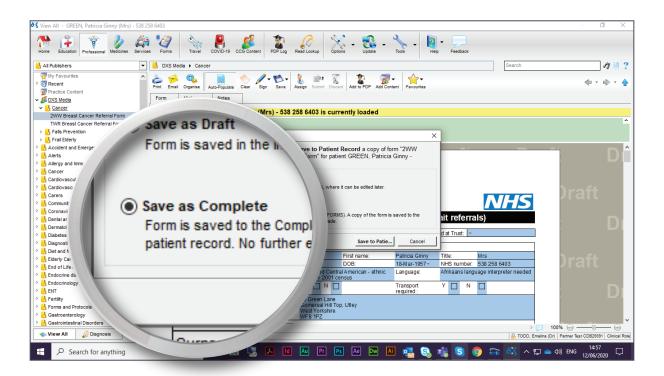


3. On the toolbar, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.





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



5. Click 'Save to Patient Record'.

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

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

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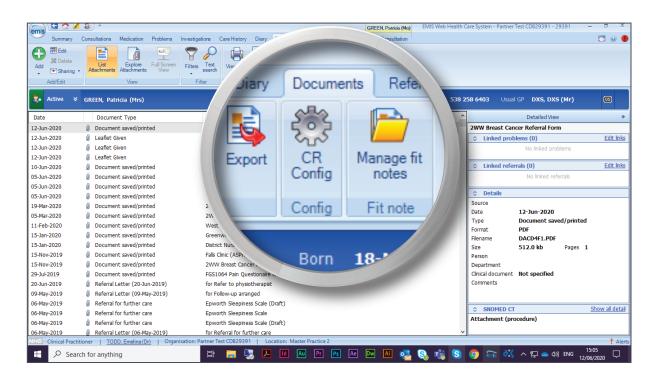
10. The referral form will be available under the 'Consultations' tab.

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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

Training



0800 028 0004 (option 2)

training@dxs-systems.co.uk

