Point-of-Care

User Guide

How to Save a Referral Form to the Patient Record

SystmOne

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.

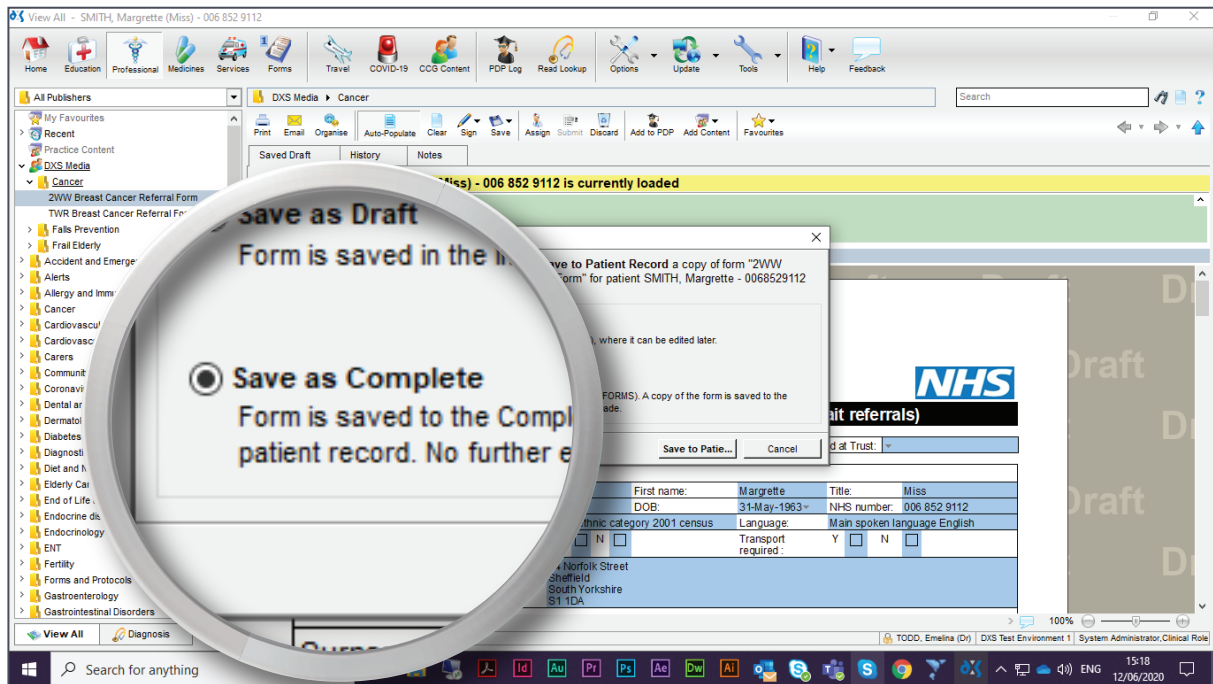2.   If relevant, the completed referral form can be submitted via the e-Referral Service once saved to the patient's record.
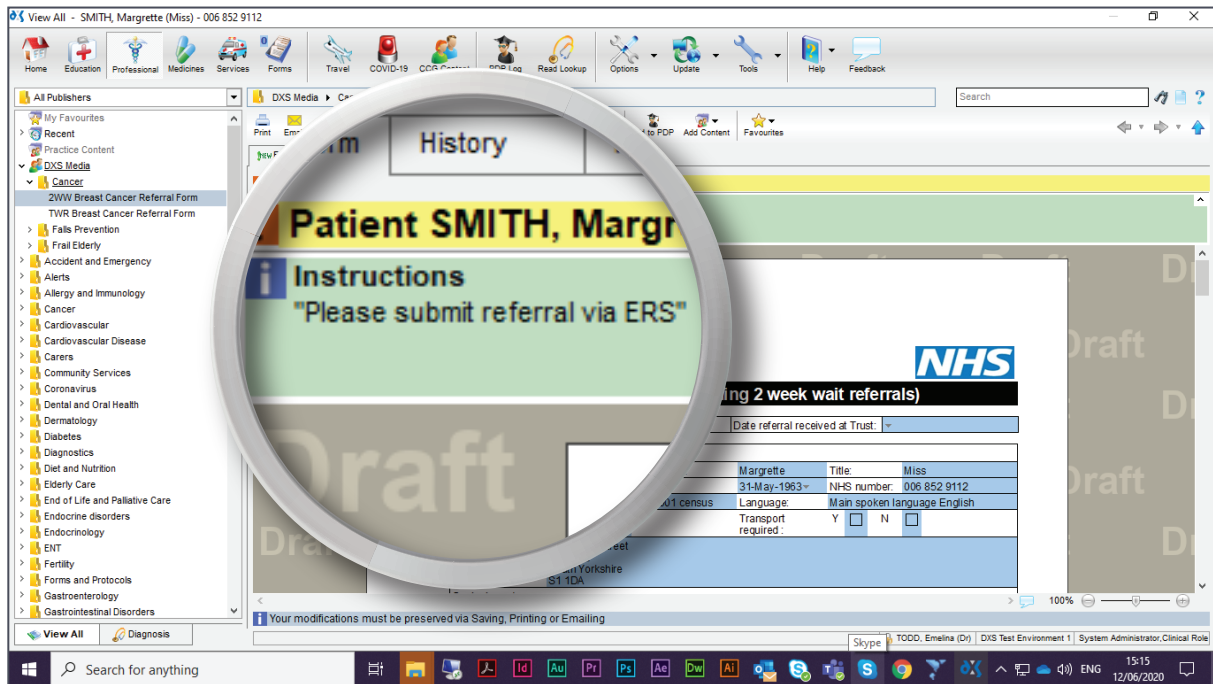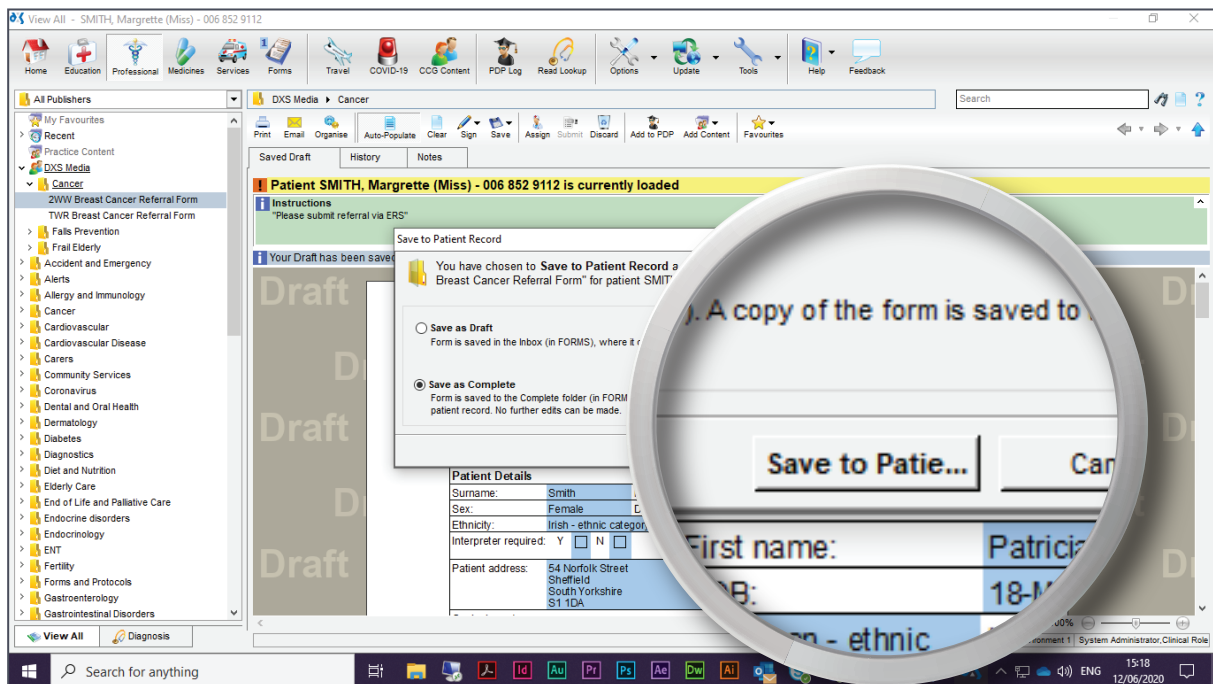

3.   On the toolbar, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.
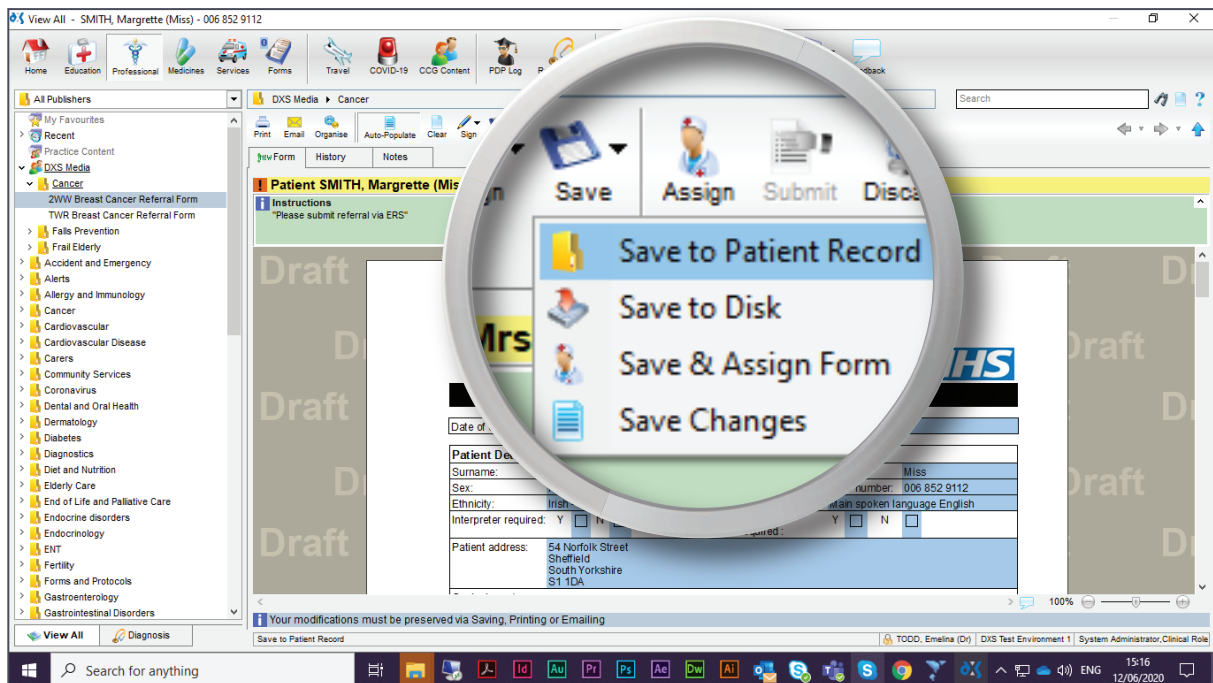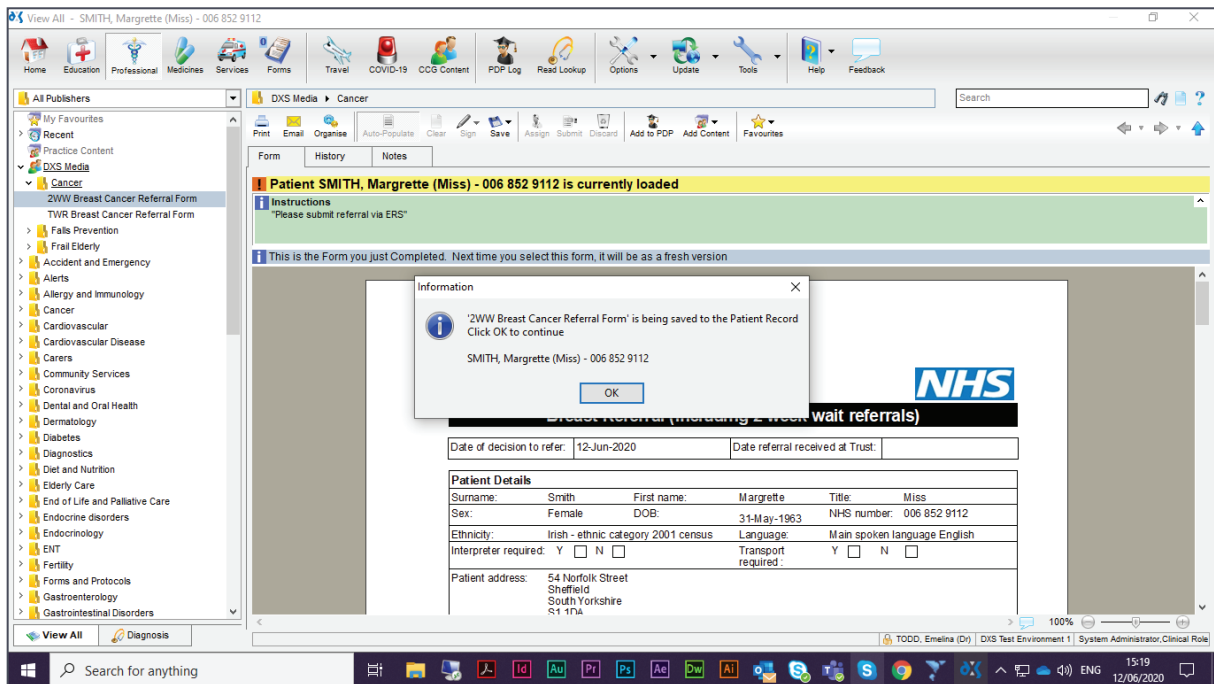
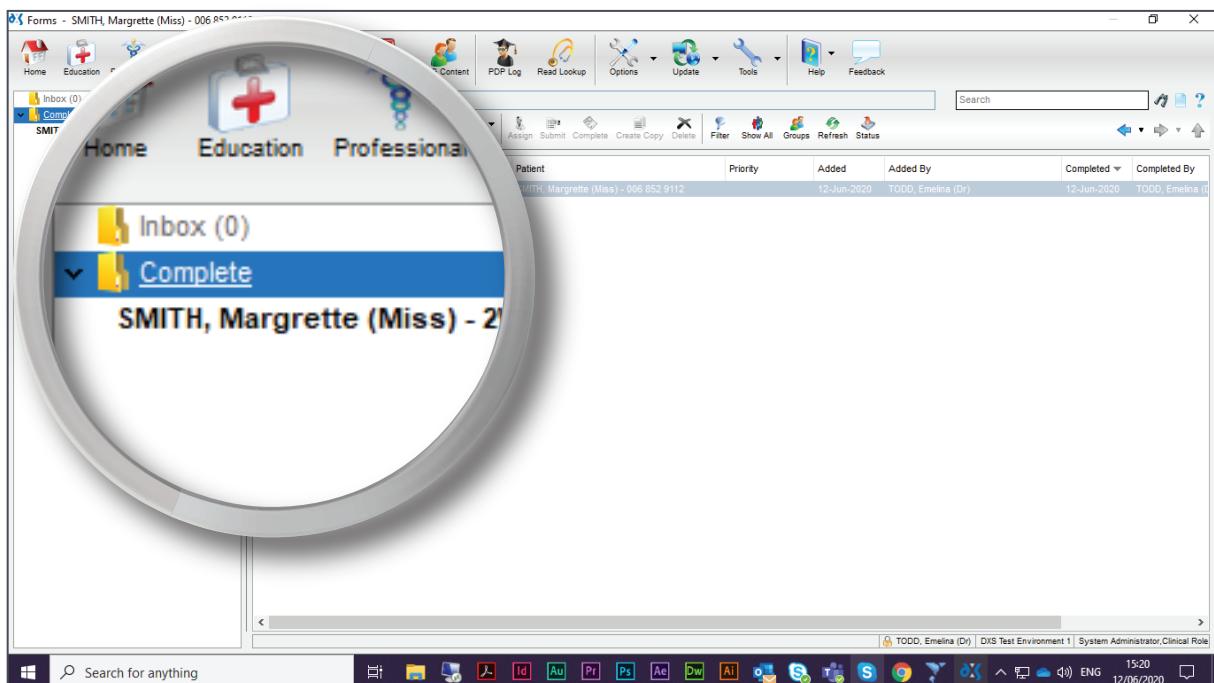4. A prompt box will appear with the option to 'Save as Complete' selected by default.

5. Click 'Save to Patient Record'.

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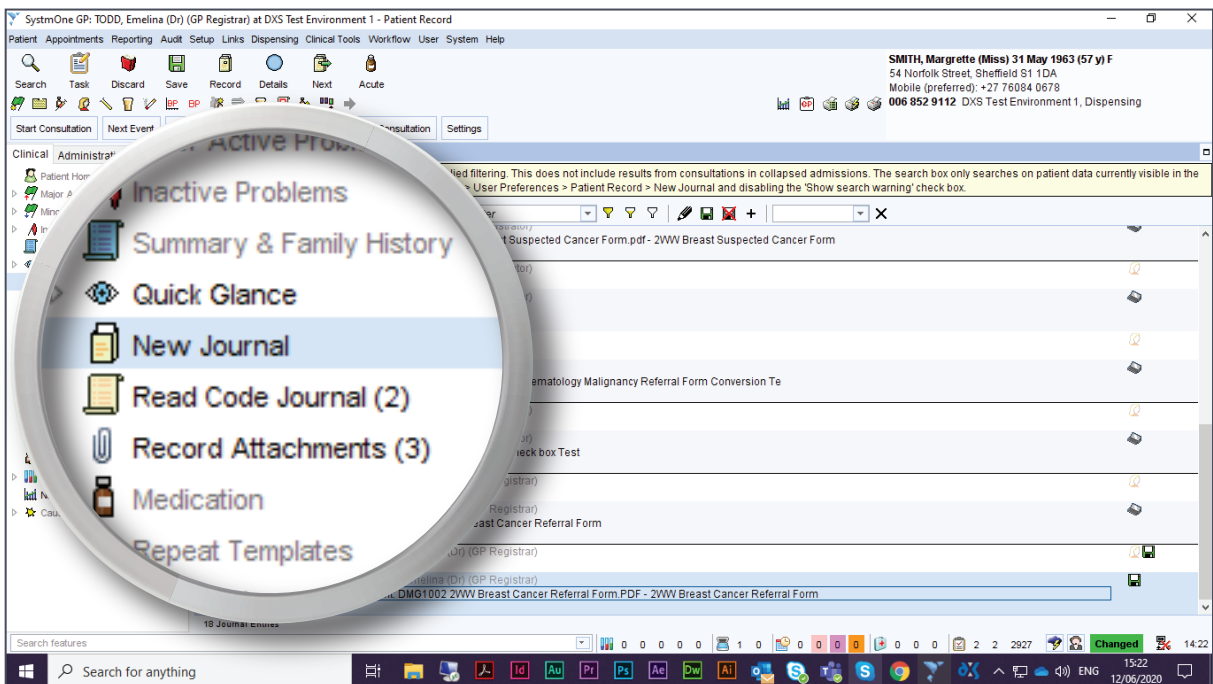

7.   The form will convert to PDF and will no longer be editable.
8.   The saved referral form will now be available in the 'Forms' section under the 'Complete' folder.

9. Go back to the clinical system.
10. The referral will be available under 'Record Attachments'.
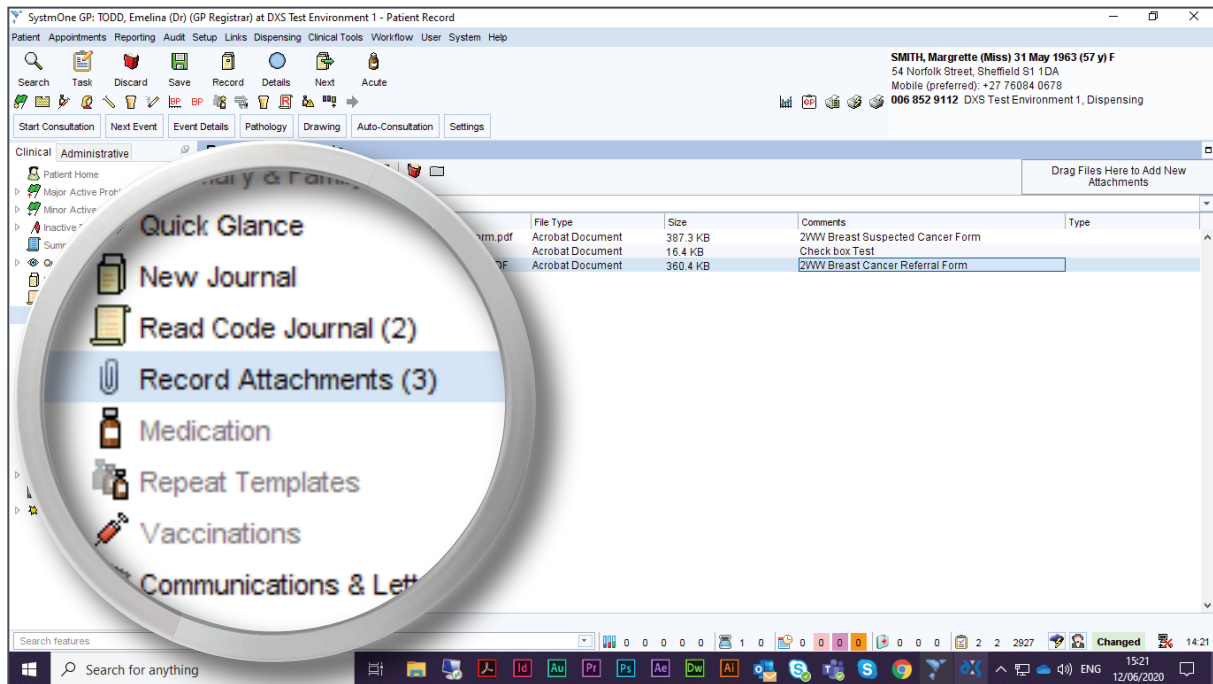
11. As well as under 'New Journal'.

Support

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Training

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