



Point-of-Care

User Guide

How to Save a Referral Form to the
Patient Record

SystemOne

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 Margrette Smith (NHS number 006 852 9112) with a 'Breast Referral (including 2 week wait referrals)' form open. The form includes fields for patient details, date of decision to refer, and patient address. The interface also shows a navigation pane on the left with various medical categories and a toolbar at the top with various icons.

Patient SMITH, Margrette (Miss) - 006 852 9112 is currently loaded

Instructions
"Please submit referral via ERS"

NHS

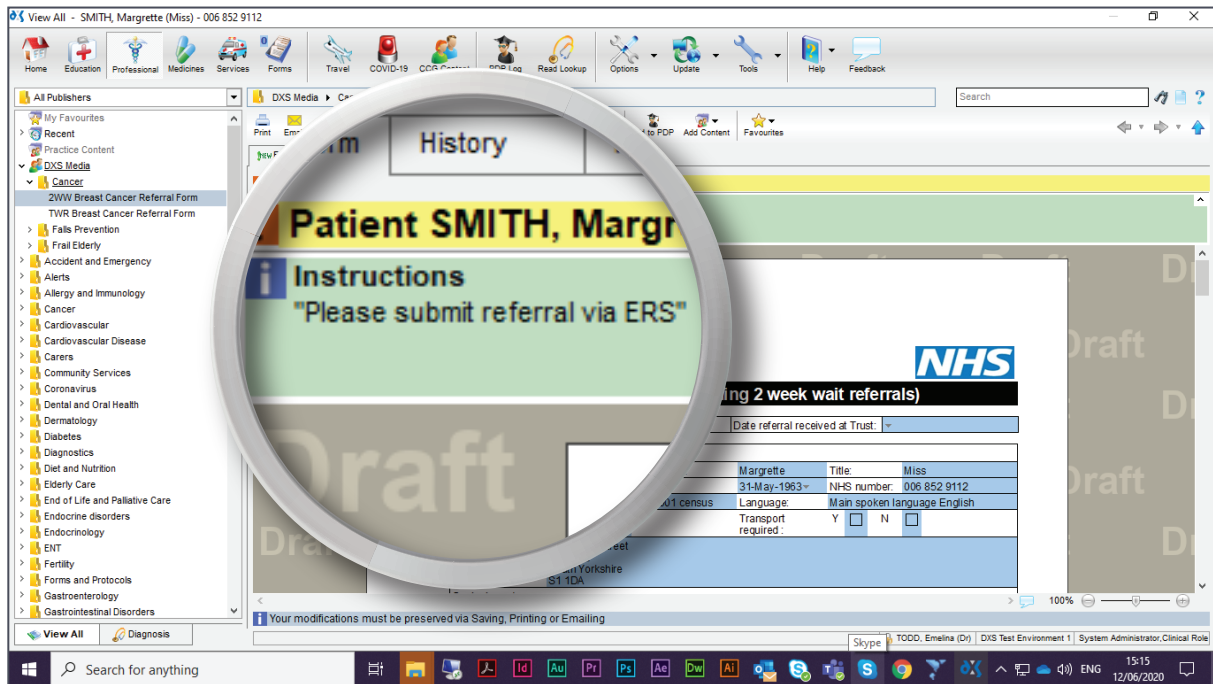
Breast Referral (including 2 week wait referrals)

Date of decision to refer: 12-Jun-2020 Date referral received at Trust: [dropdown]

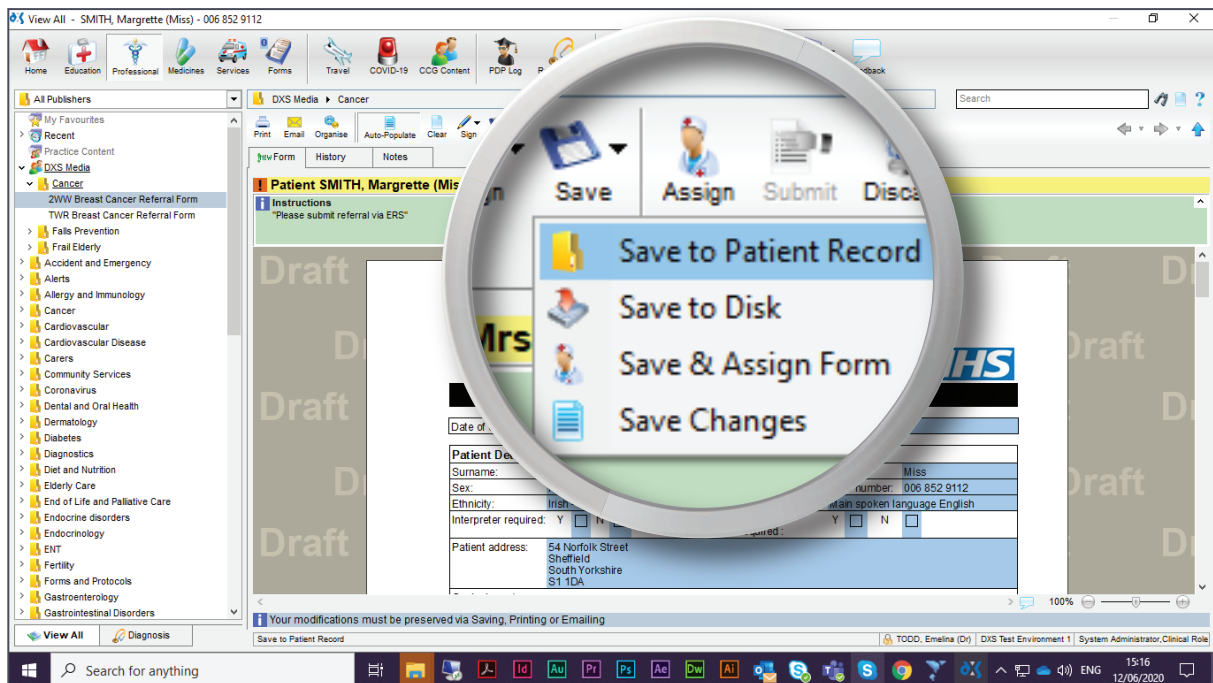
Patient Details			
Surname:	Smith	First name:	Margrette
Title:	Miss	Sex:	Female
DOB:	31-May-1963	NHS number:	006 852 9112
Ethnicity:	Irish - ethnic category 2001 census	Language:	Main spoken language English
Interpreter required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Transport required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Patient address:	54 Norfolk Street Sheffield South Yorkshire S1 1DA		

Your modifications must be preserved via Saving, Printing or Emailing

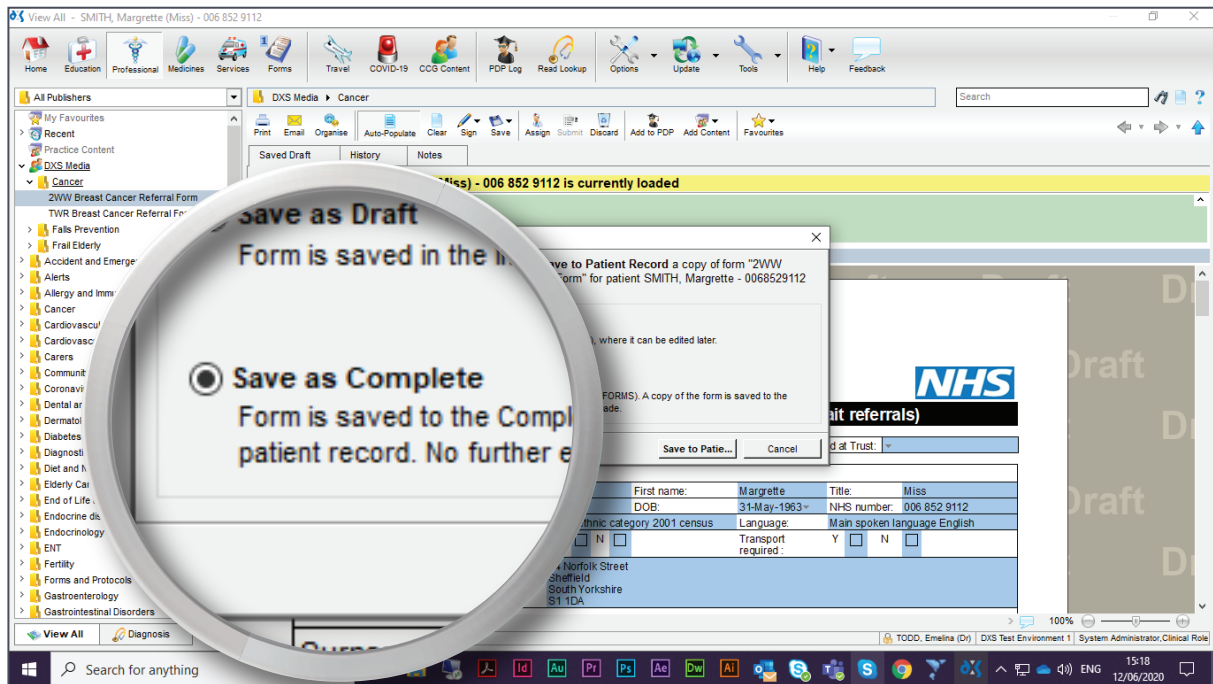
2. If relevant, the completed referral form can be submitted via the e-Referral Service once saved to the patient's record.



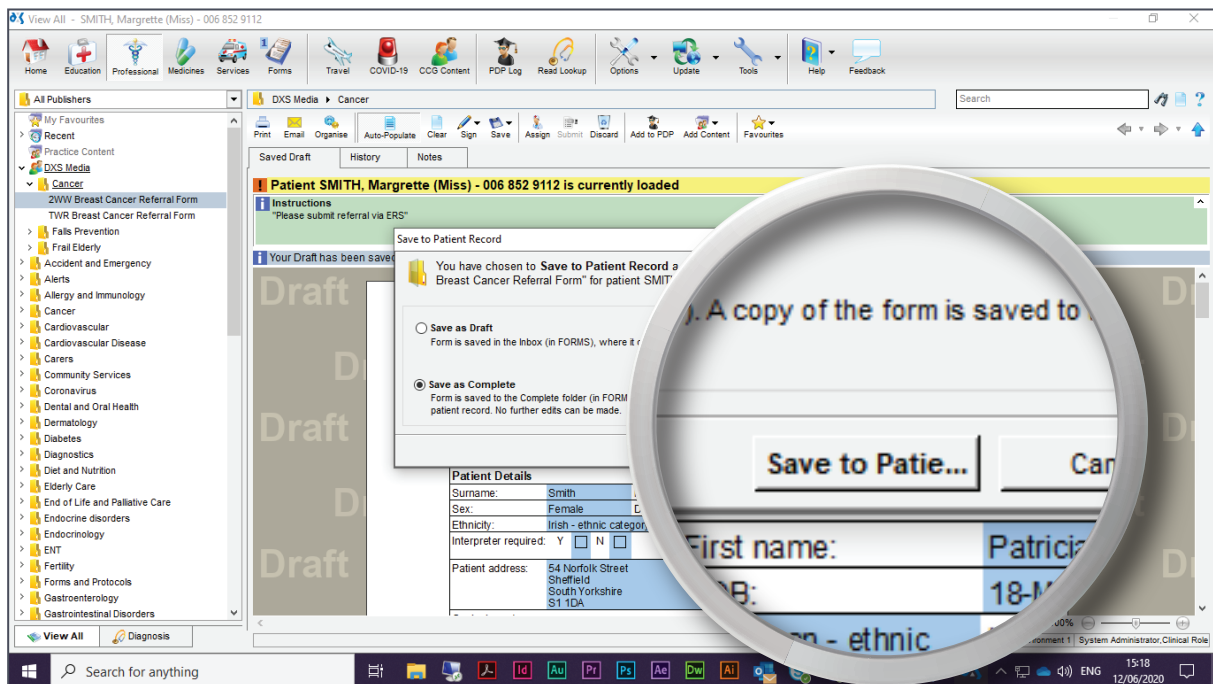
3. On the toolbar, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.



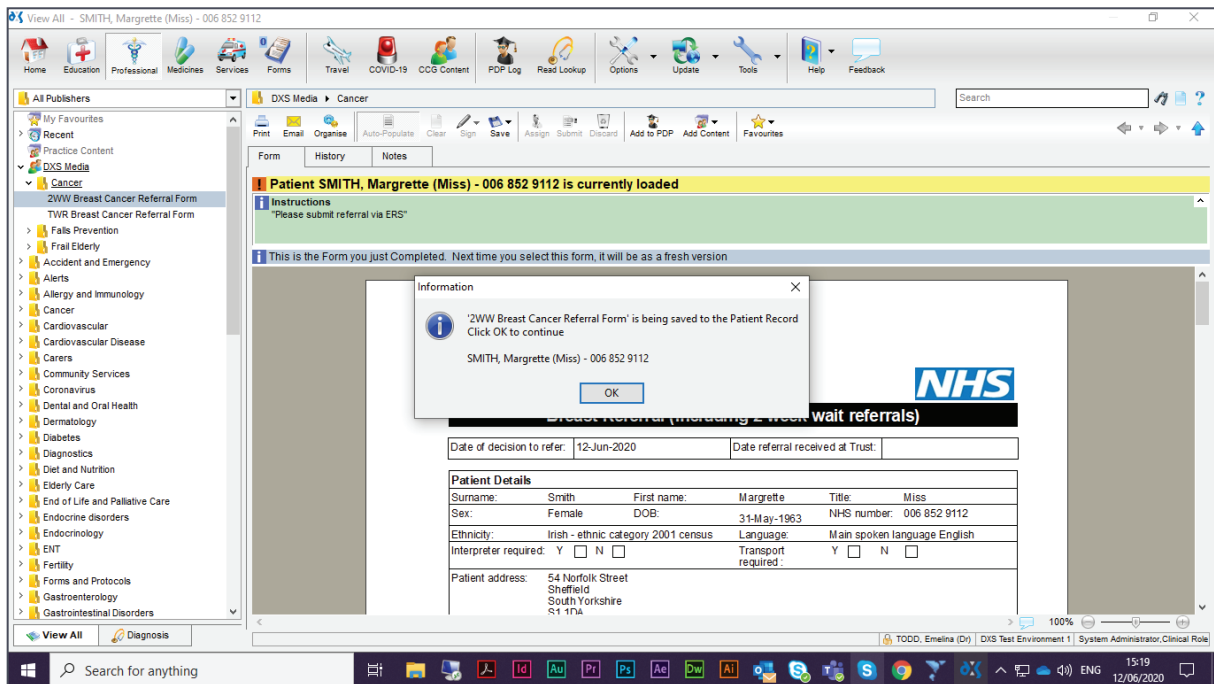
4. A prompt box will appear with the option to 'Save as Complete' selected by default.



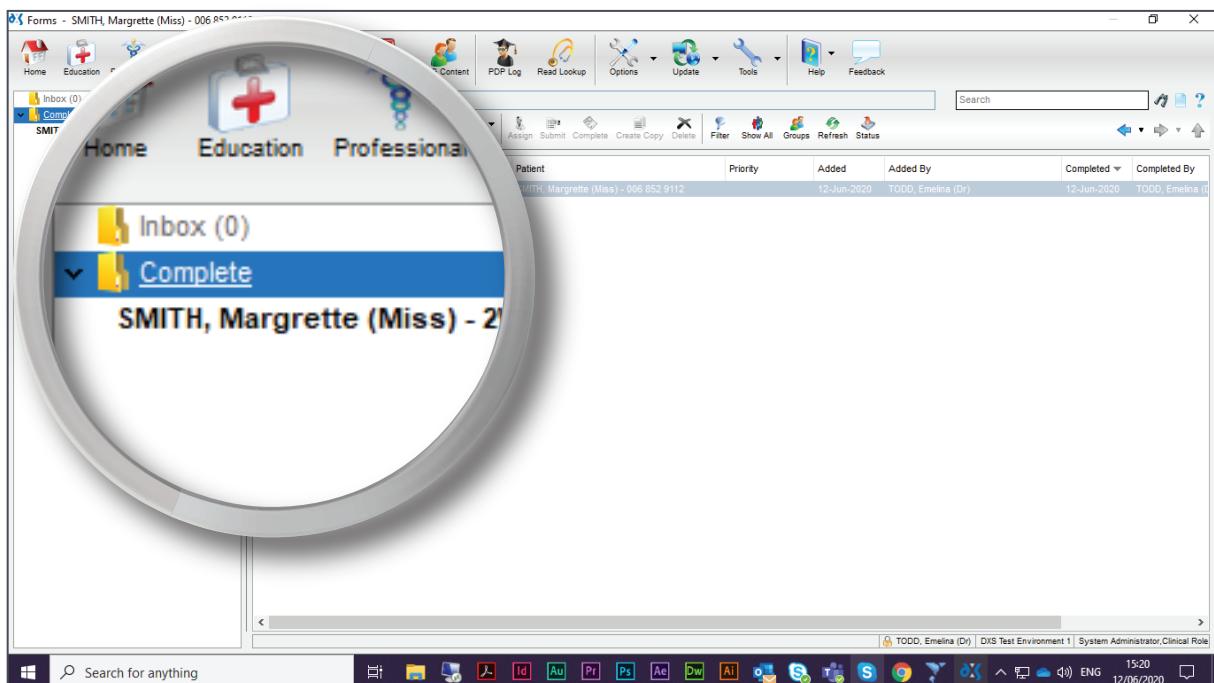
5. Click 'Save to Patient Record'.



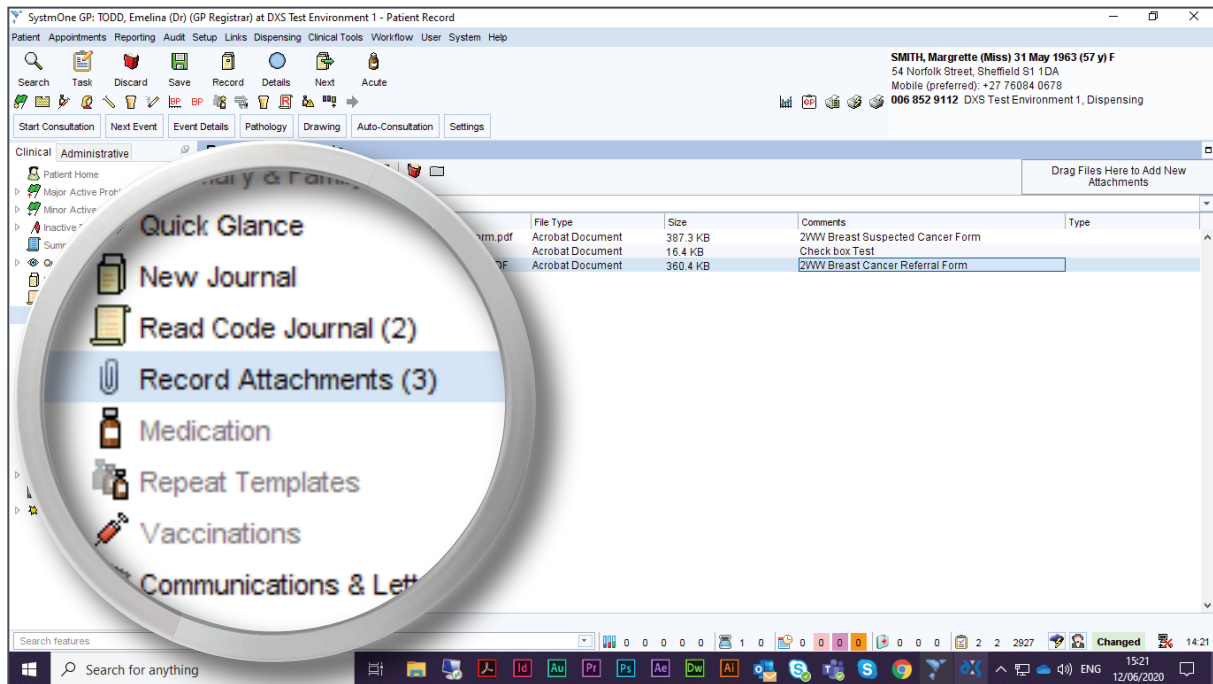
- A notification will appear stating that the form is being saved to the current patient's record.



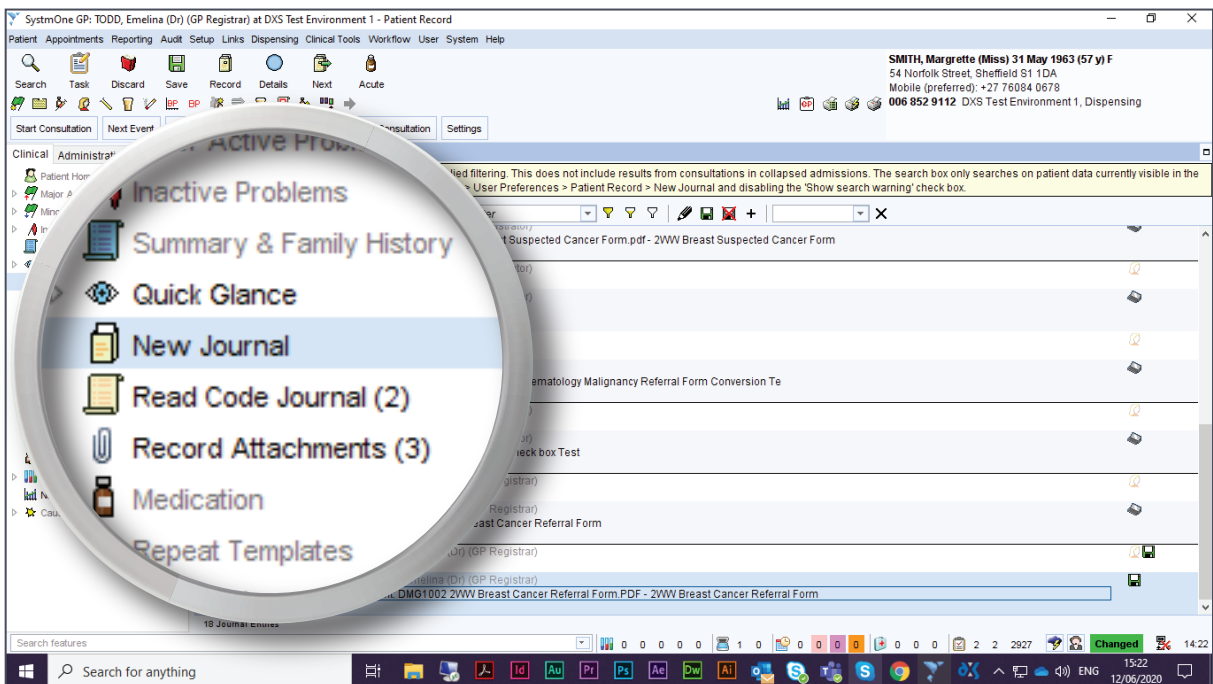
- The form will convert to PDF and will no longer be editable.
- The saved referral form will now be available in the 'Forms' section under the 'Complete' folder.



9. Go back to the clinical system.
10. The referral will be available under 'Record Attachments'.



11. As well as under 'New Journal'.



Support



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Training



0800 028 0004 (option 2)



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