



Point-of-Care

User Guide

How to Save a Referral Form to the
Patient Record

Vision

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

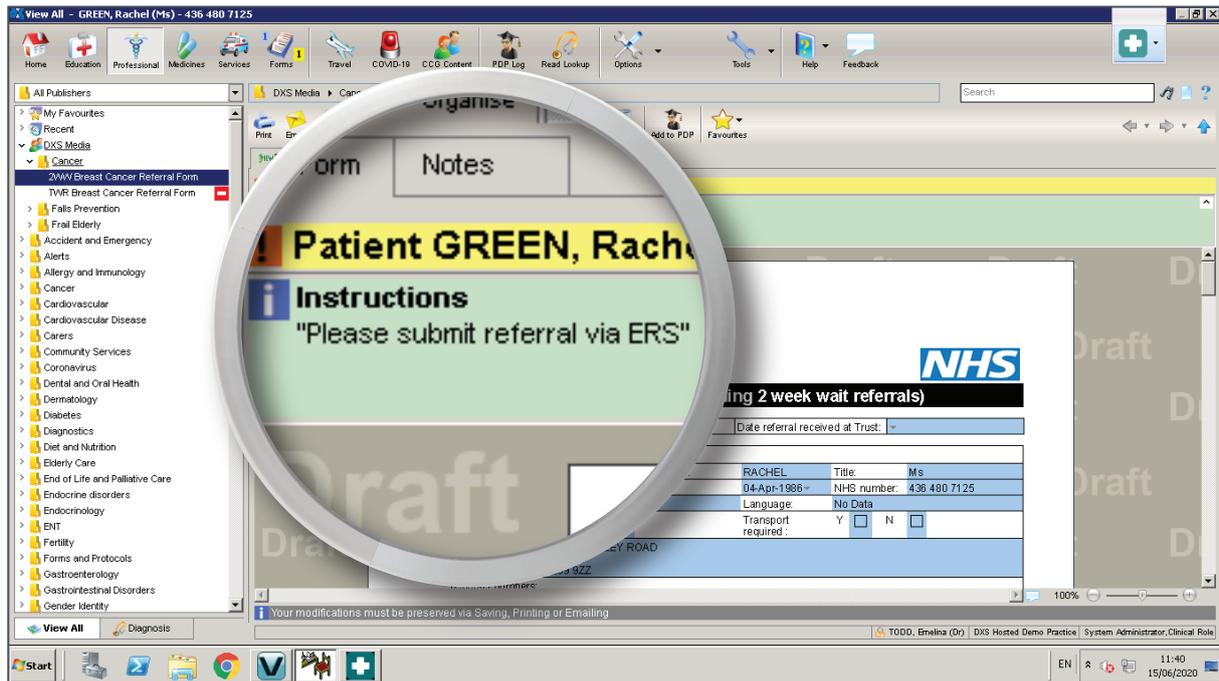
1. Open DXS Point-of-Care and navigate to the relevant referral form.

The screenshot displays the DXS Point-of-Care software interface. The top navigation bar includes icons for Home, Education, Professional, Medicines, Services, Forms, Travel, COVID-19, CCG Content, PDP Log, Read Lookup, Options, Tools, Help, and Feedback. A search bar is located on the right. The left sidebar shows a tree view of 'All Publishers' with categories like My Favourites, Recent, DXS Media, and Cancer. The main content area shows a patient record for 'Patient GREEN, Rachel (Ms) - 436 480 7125 is currently loaded'. Below this, there is an 'Instructions' section with the text 'Please submit referral via ERS'. The central part of the screen displays a 'Draft' form titled 'Breast Referral (including 2 week wait referrals)'. The form includes a patient details table and a patient address.

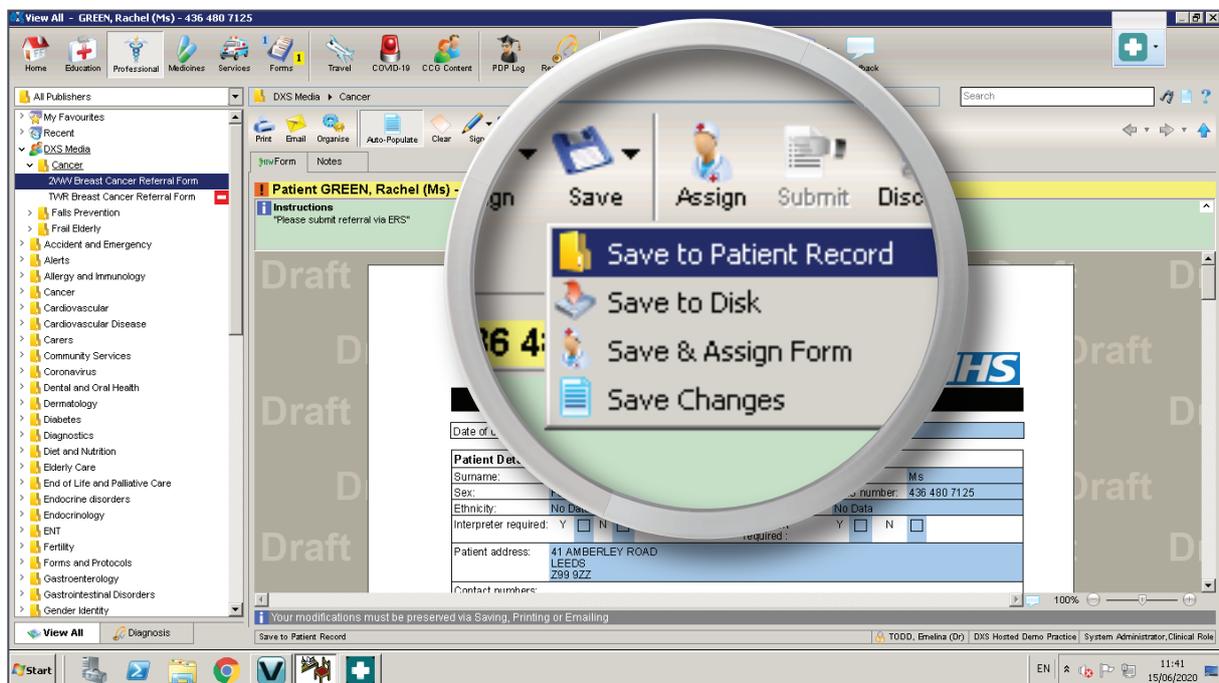
Patient Details			
Surname:	GREEN	First name:	RACHEL
Sex:	Female	DOB:	04-Apr-1986
Ethnicity:	No Data	Language:	No Data
Interpreter required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Transport required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N

Patient address:
41 AMBERLEY ROAD
LEEDS
LS29 9ZZ

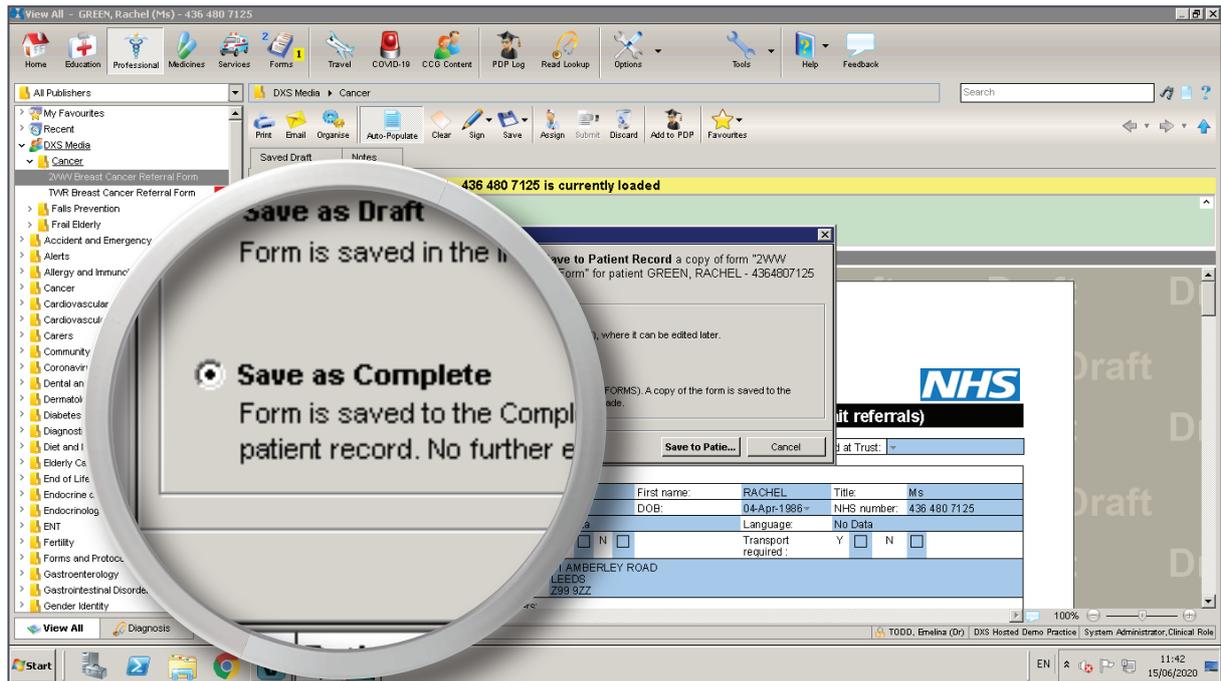
2. If relevant, the completed referral form can be submitted via the e-Referral Service once saved to the patient's record.



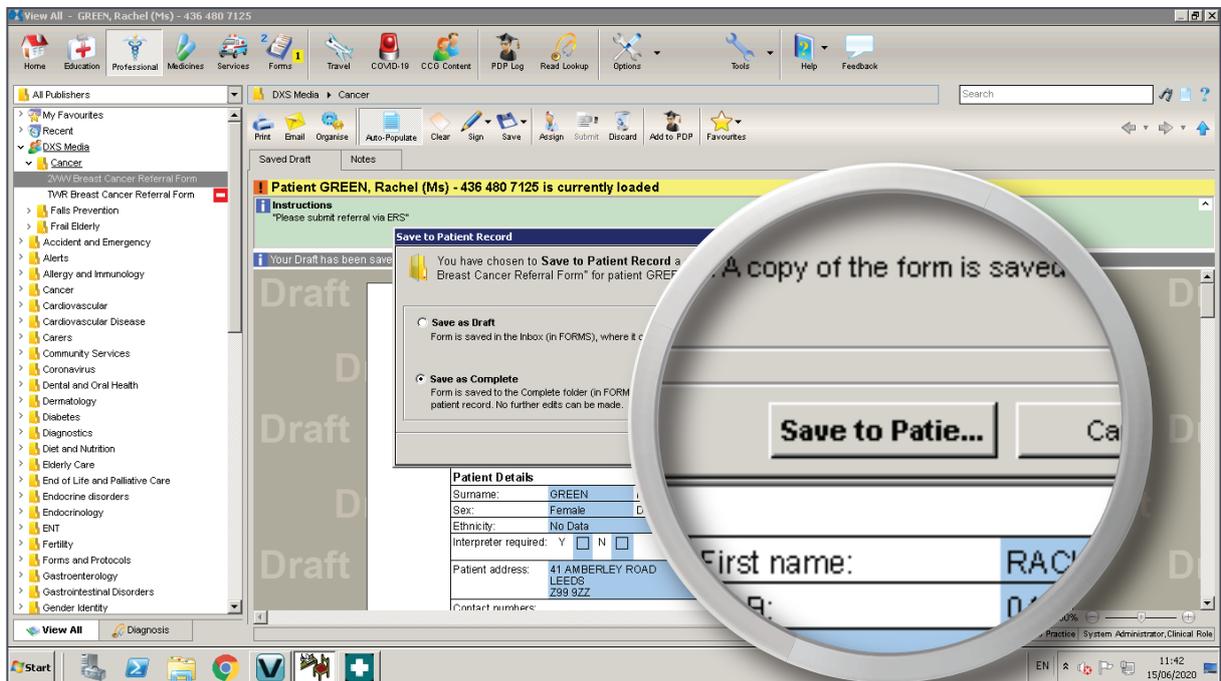
3. On the toolbar, click on the 'Save' button and select 'Save to Patient Record' from the drop-down menu.



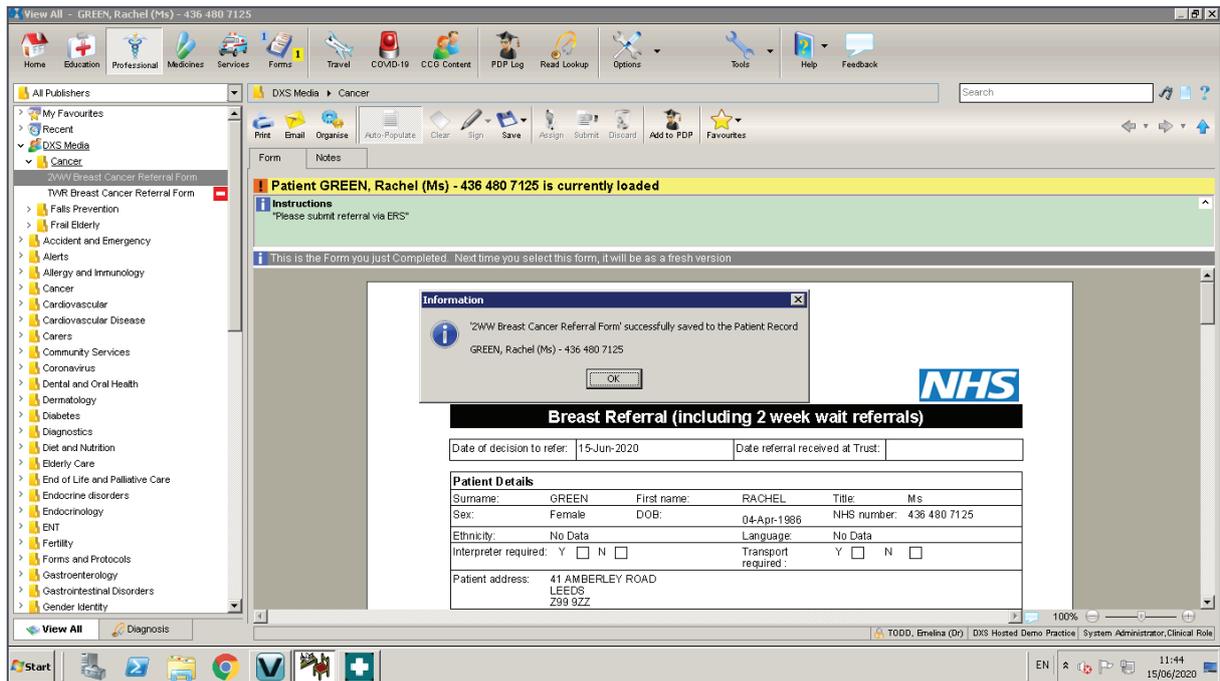
4. A prompt box will appear with the option to 'Save as Complete' selected by default.



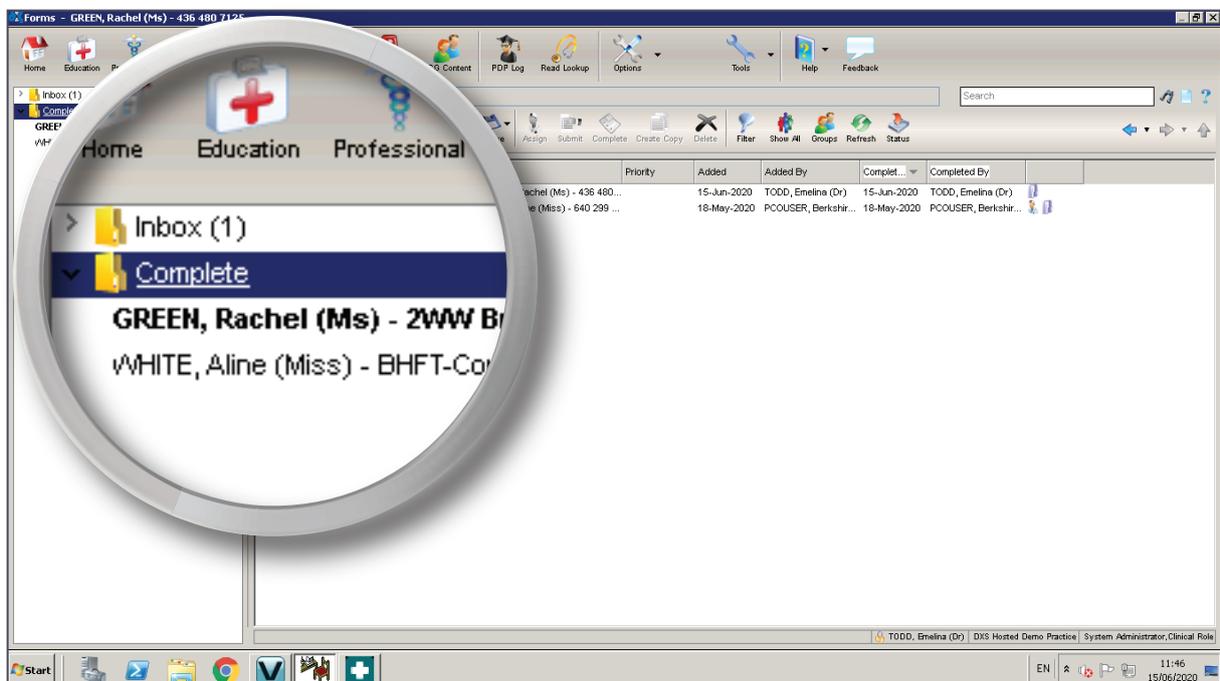
5. Click 'Save to Patient Record'.



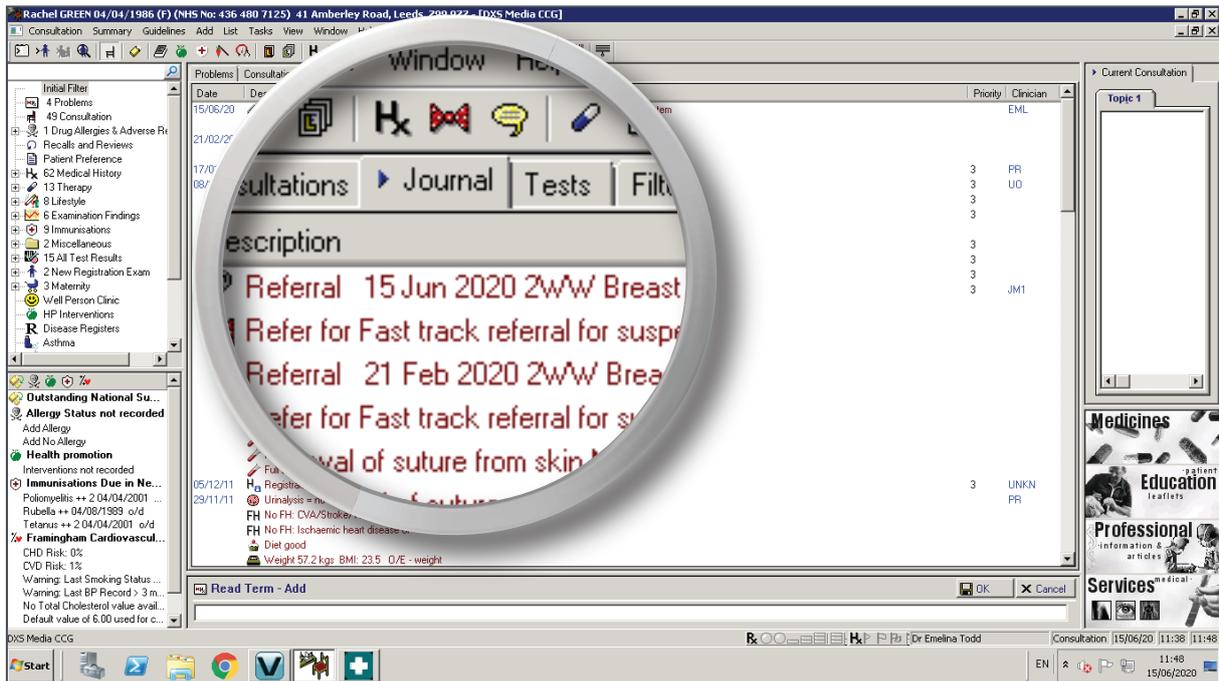
- A notification will appear stating that the form has successfully saved to the current patient's record.



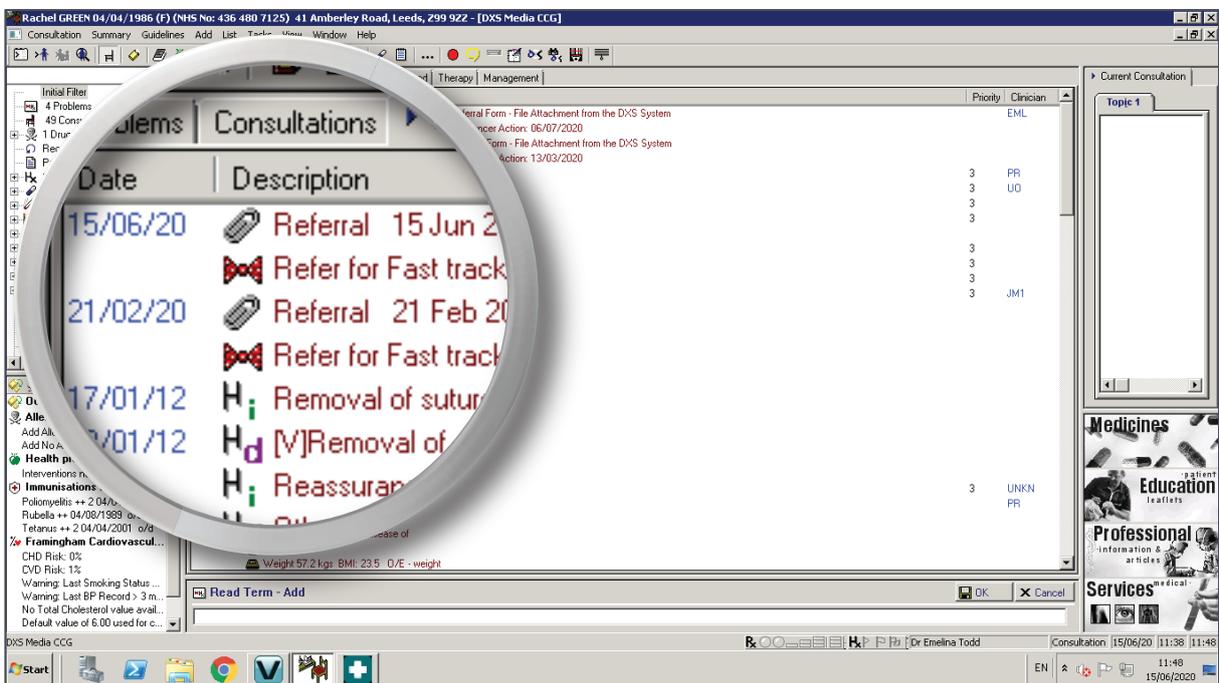
- The form will convert to PDF and will no longer be editable.
- The saved referral form will now be available in the 'Forms' section under the 'Complete' folder.



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



11. The referral letter, as well as the referral attachment, will be available.



Support



0800 028 0004 (option 1)



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dxs-systems.co.uk

Training



0800 028 0004 (option 2)



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