



Point-of-Care

User Guide

How to Use a Referral Form

Introduction

A referral form can contain a variety of interactive fields. This includes: date boxes, free text boxes, tick boxes, mandatory fields, and interactive diagrams or images. This guide will show you how to use a referral form.

Instructions

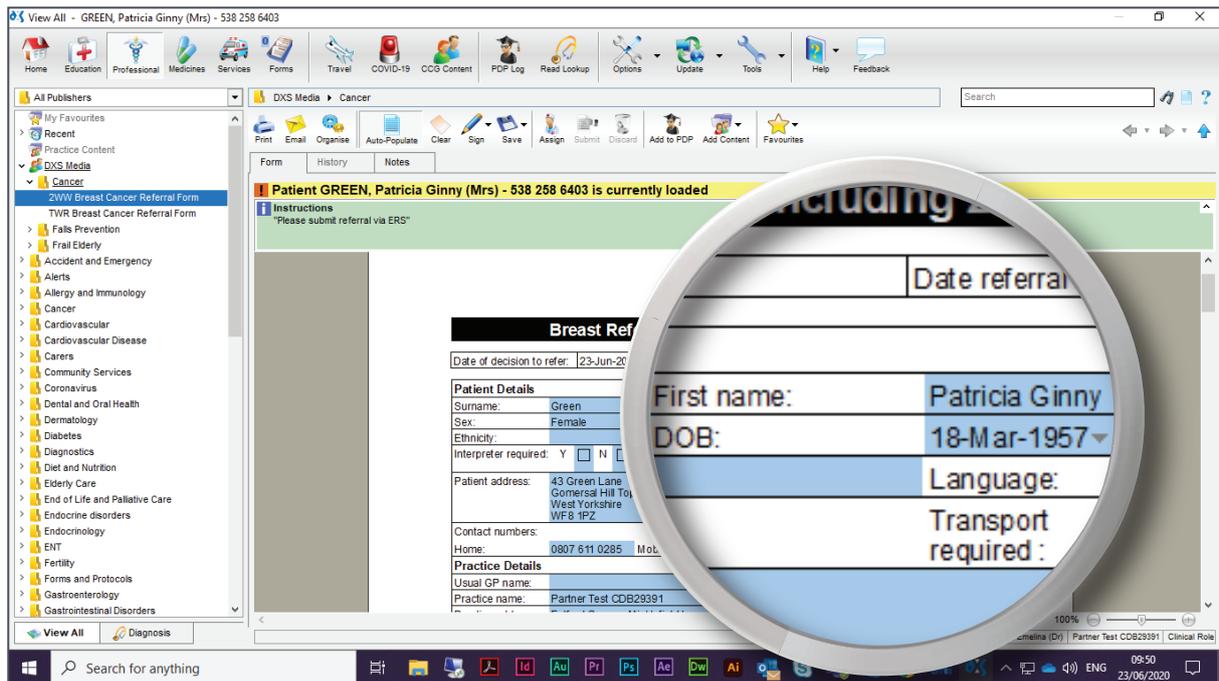
1. Open DXS Point-of-Care and navigate to the relevant referral form.

The screenshot displays the DXS Point-of-Care software interface. The main window shows a 'Breast Referral (including 2 week wait referrals)' form. The form includes a patient details section with the following information:

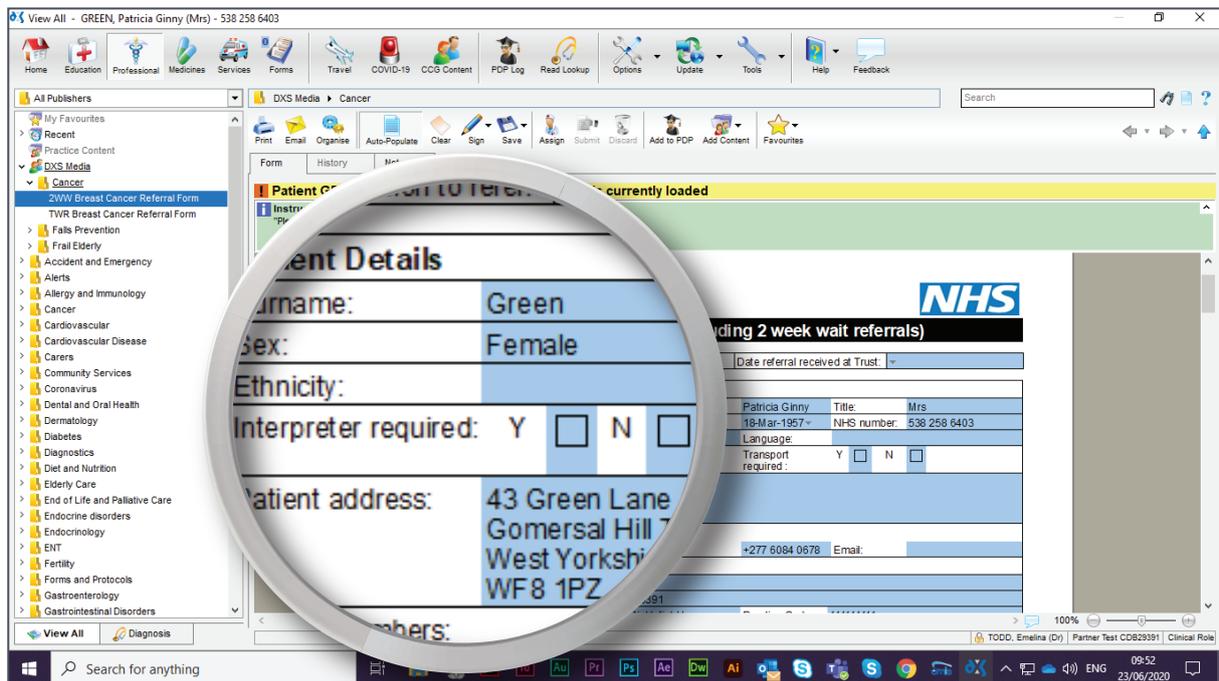
Patient Details			
Surname:	Green	First name:	Patricia Ginny
Sex:	Female	DOB:	18-Mar-1957
Ethnicity:		NHS number:	538 258 6403
Interpreter required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Language:	
Transport required:	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		
Patient address:	43 Green Lane Gomersal Hill Top, Uitley West Yorkshire WF8 1PZ		
Contact numbers:			
Home:	0807 611 0285	Mobile:	+277 6084 0678
Email:			

The interface also shows a sidebar with a navigation tree under 'DXS Media > Cancer', including categories like '2WW Breast Cancer Referral Form', 'TWR Breast Cancer Referral Form', 'Falls Prevention', 'Frail Elderly', 'Accident and Emergency', 'Alerts', 'Allergy and Immunology', 'Cancer', 'Cardiovascular', 'Cardiovascular Disease', 'Carers', 'Community Services', 'Coronavirus', 'Dental and Oral Health', 'Dermatology', 'Diabetes', 'Diagnostics', 'Diet and Nutrition', 'Elderly Care', 'End of Life and Palliative Care', 'Endocrine disorders', 'Endocrinology', 'ENT', 'Fertility', 'Forms and Protocols', 'Gastroenterology', and 'Gastrointestinal Disorders'. The top toolbar contains various icons for navigation and actions, and the bottom taskbar shows the Windows operating system with the date 23/06/2020 and time 09:49.

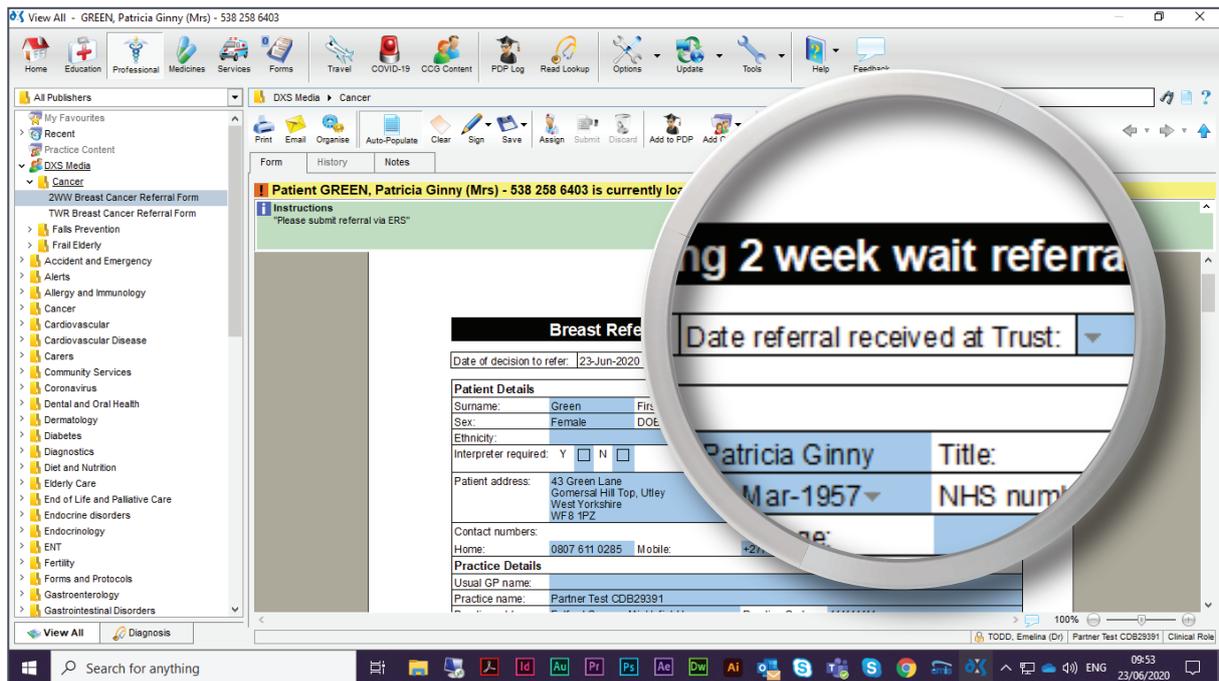
2. The form will auto-populate with the patient's details.



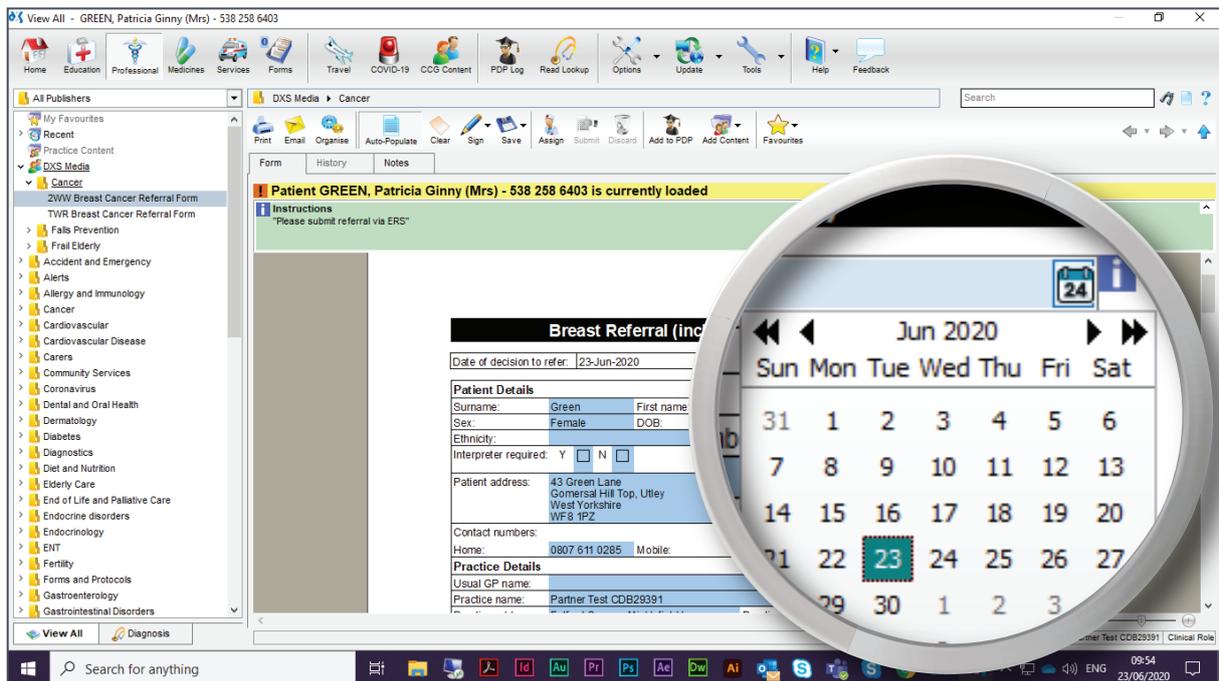
3. Interactive fields are highlighted in blue.



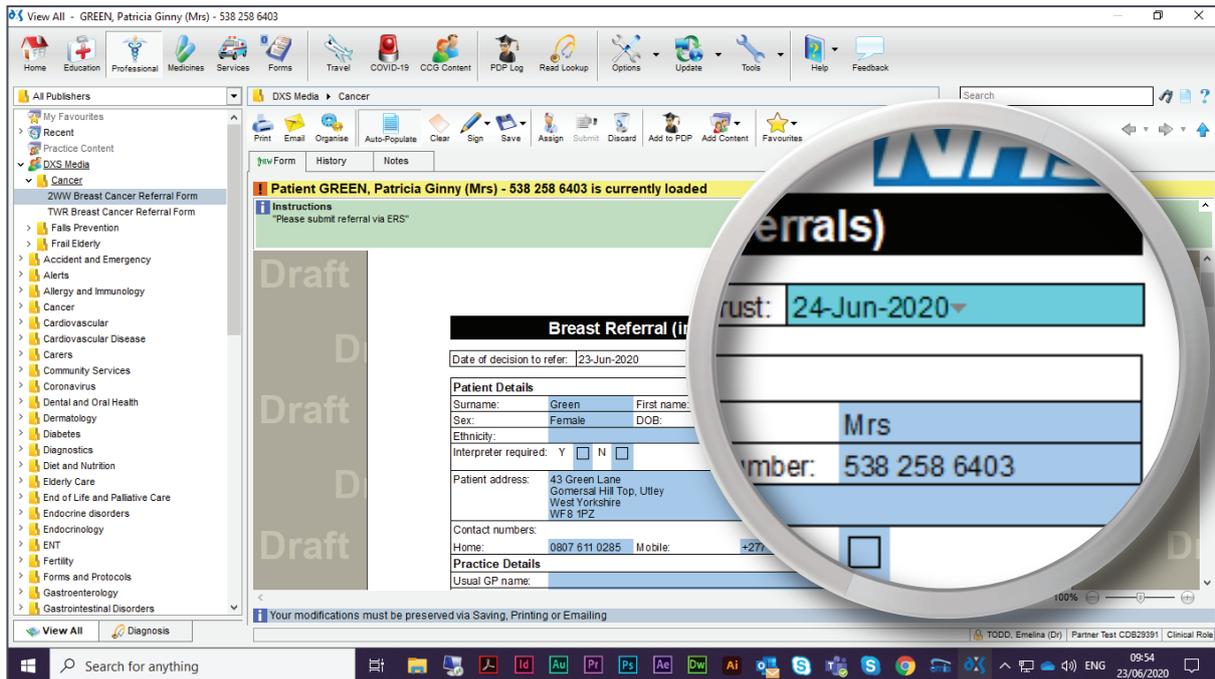
4. To insert a date, click on the drop-down arrow.



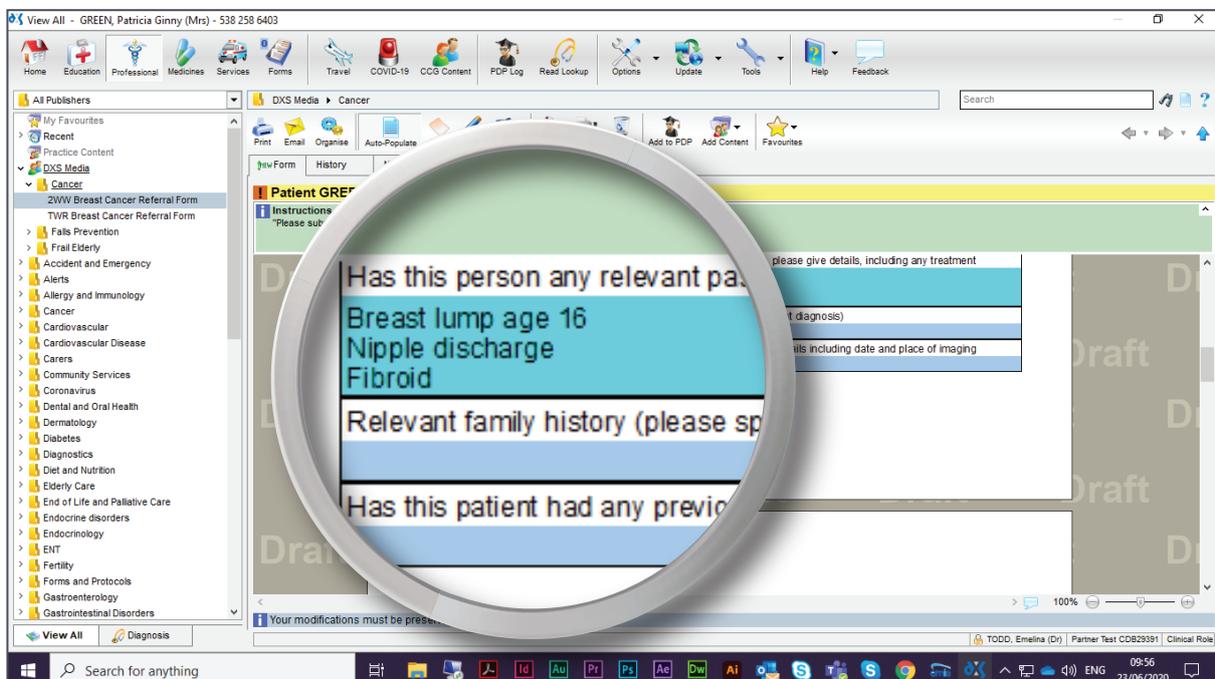
5. Select the calendar icon and click on the relevant date.



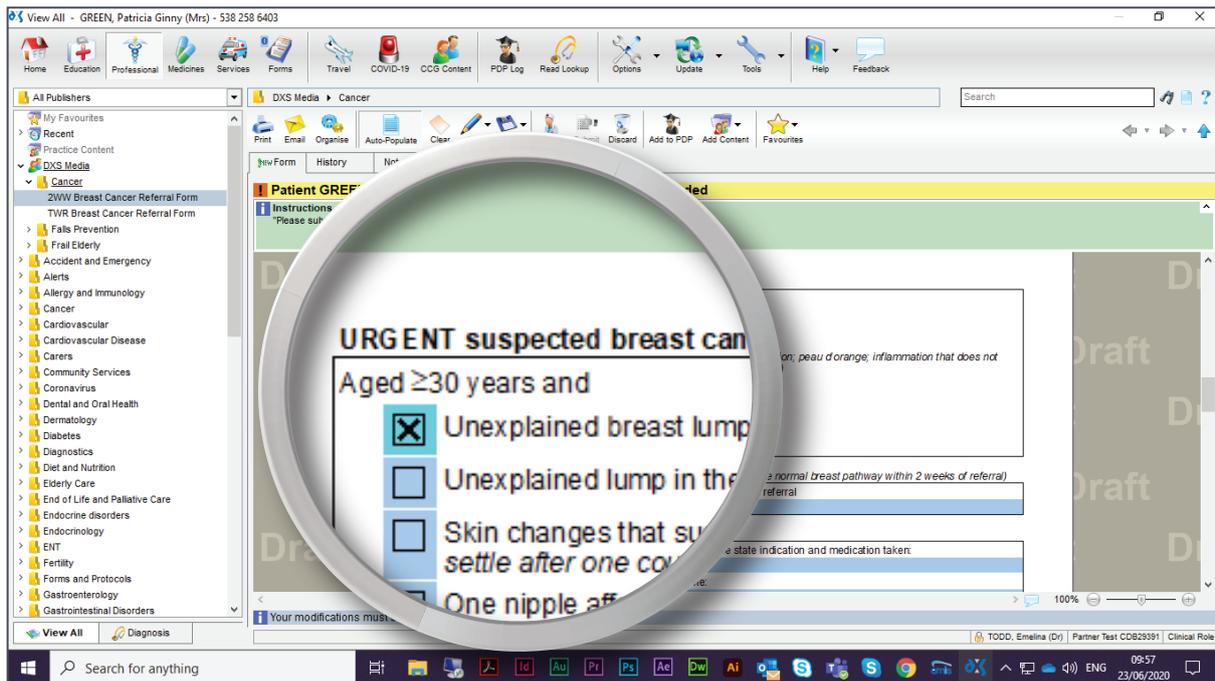
6. Fields that have been edited, will change colour.
7. This makes it easier to identify where changes have been made.



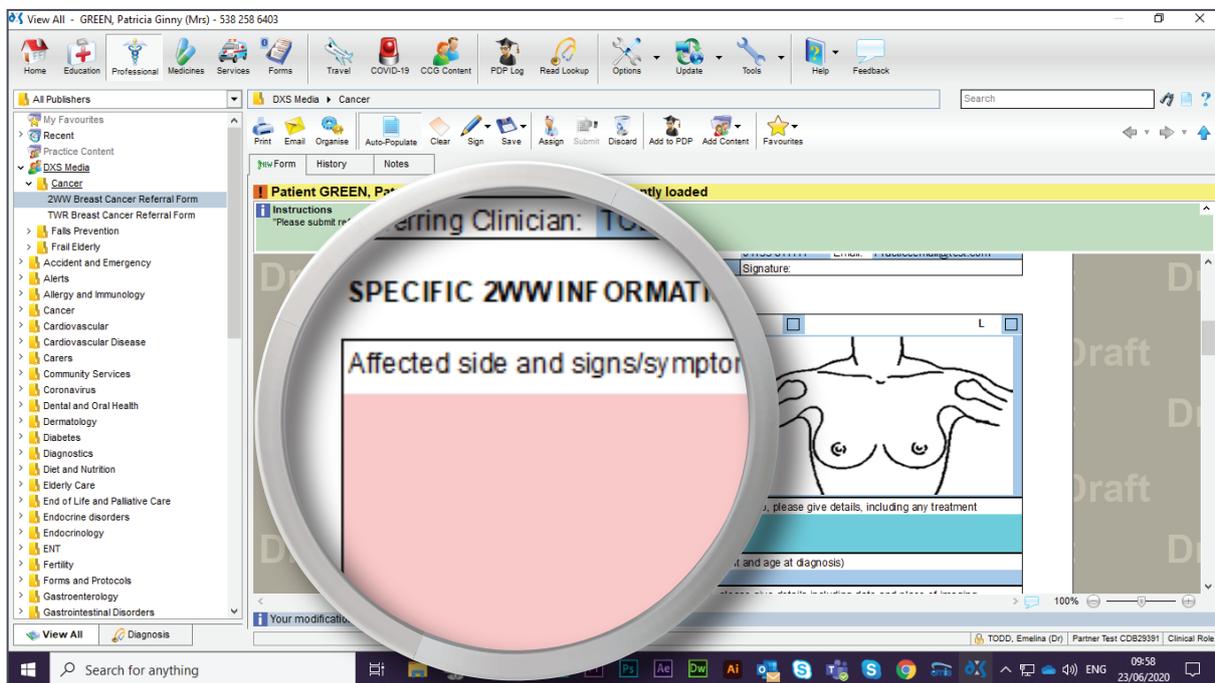
8. Any text can be inserted in free text boxes.
9. The page will automatically adjust to the required size.



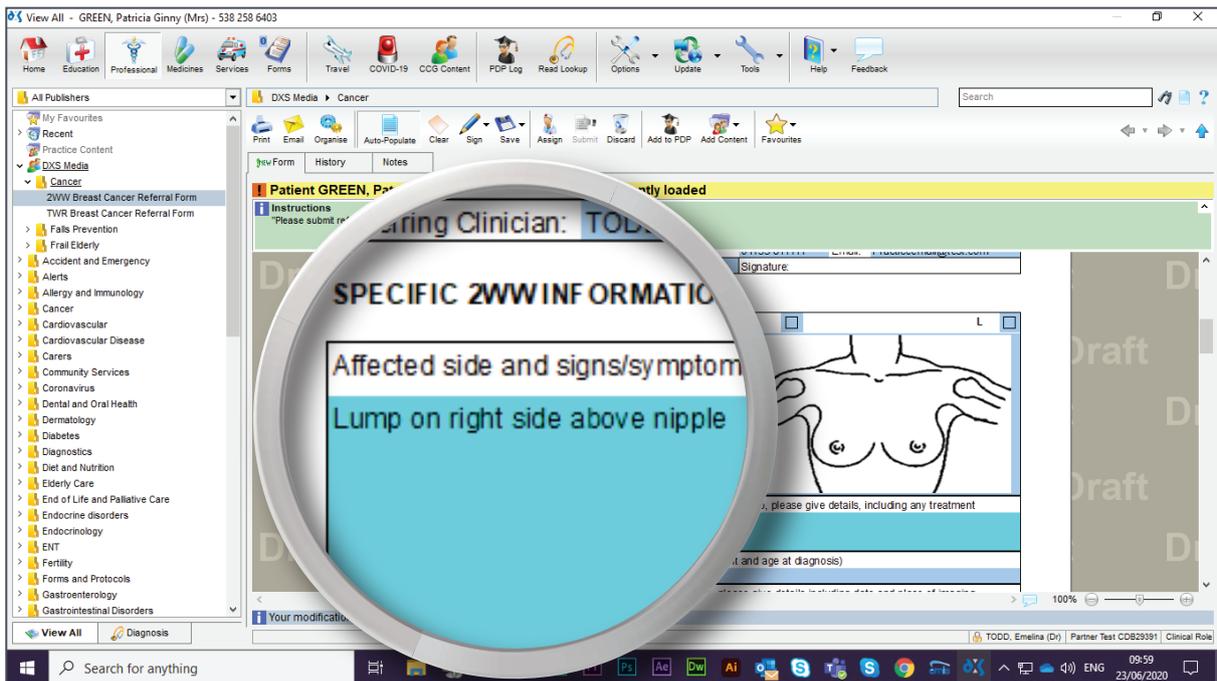
10. Selecting a tick box, will place a tick in the box.



11. Mandatory fields are displayed in red.

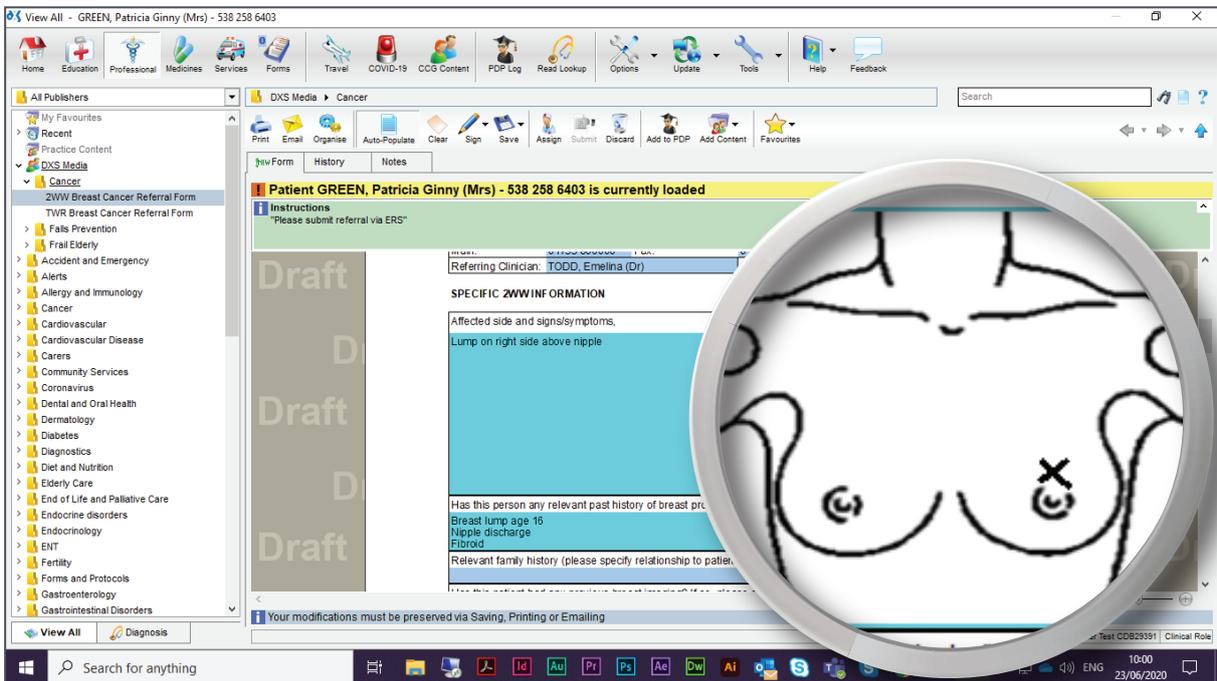


12. It is compulsory to insert data into these fields .



13. Certain images and diagrams can be interacted with.

14. Read the 'How to Draw on a Referral Form' user guide for more information.



15. Links to useful websites or any additional information are also available.

Useful websites: [e-CDS](#)

	Trust	Phone
<input type="checkbox"/>	Basingstoke	01256 48
<input type="checkbox"/>	Bournemouth	01202
<input type="checkbox"/>	Chichester	0

Support



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



training.dxs-systems.com

