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.
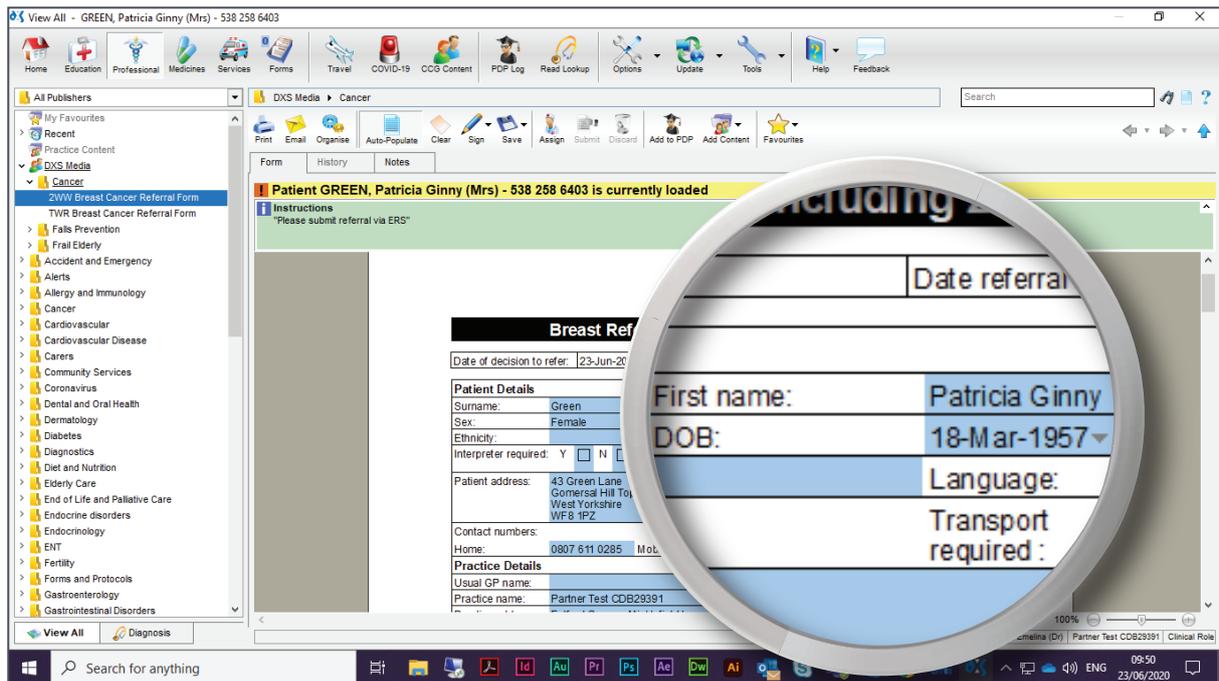
Instructions

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

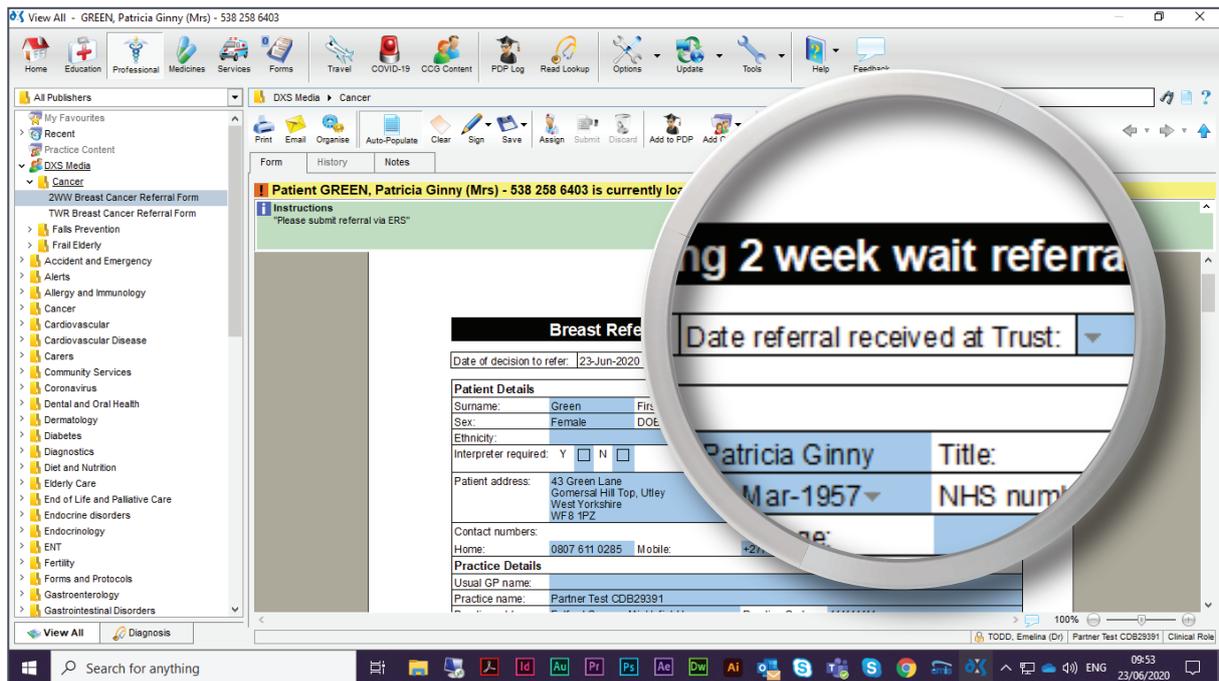© 2020 DXS International plc - All Rights Reserved.

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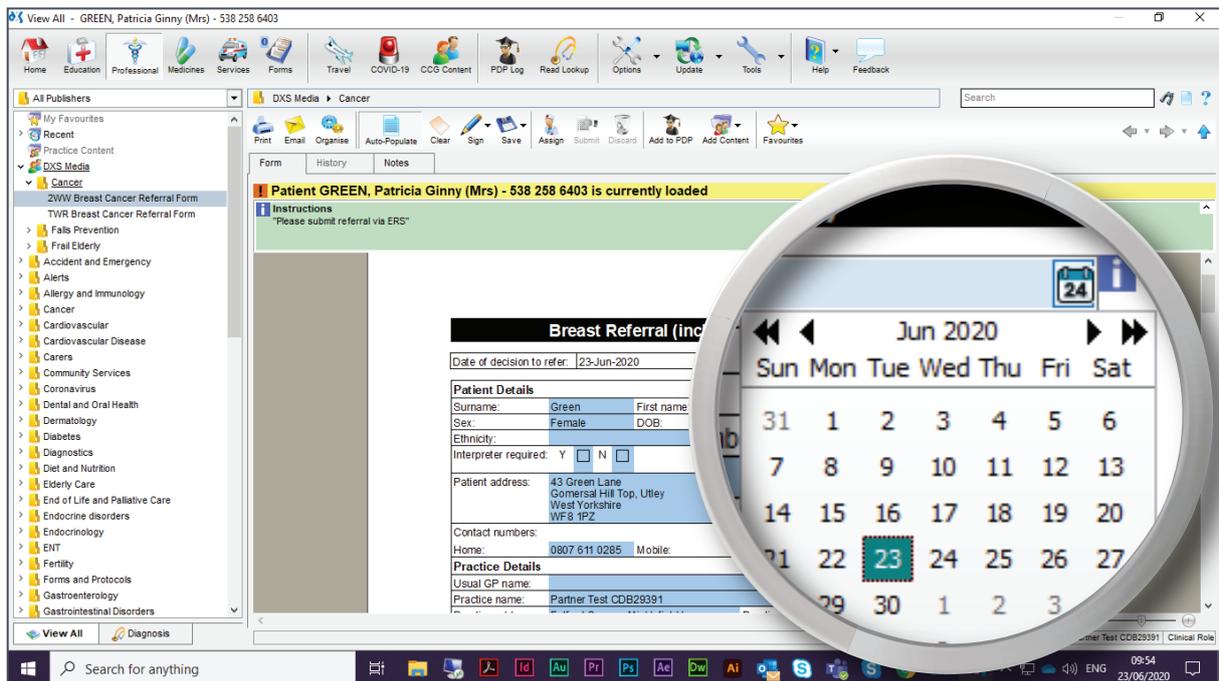

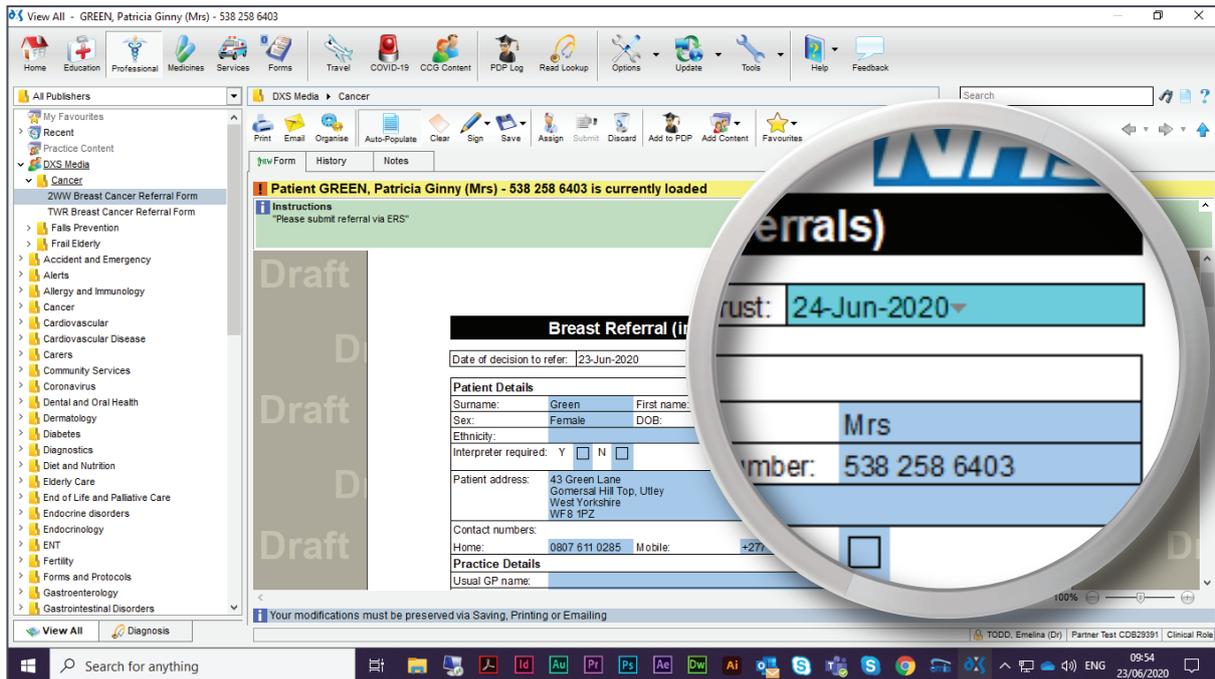3.   Interactive fields are highlighted in blue.
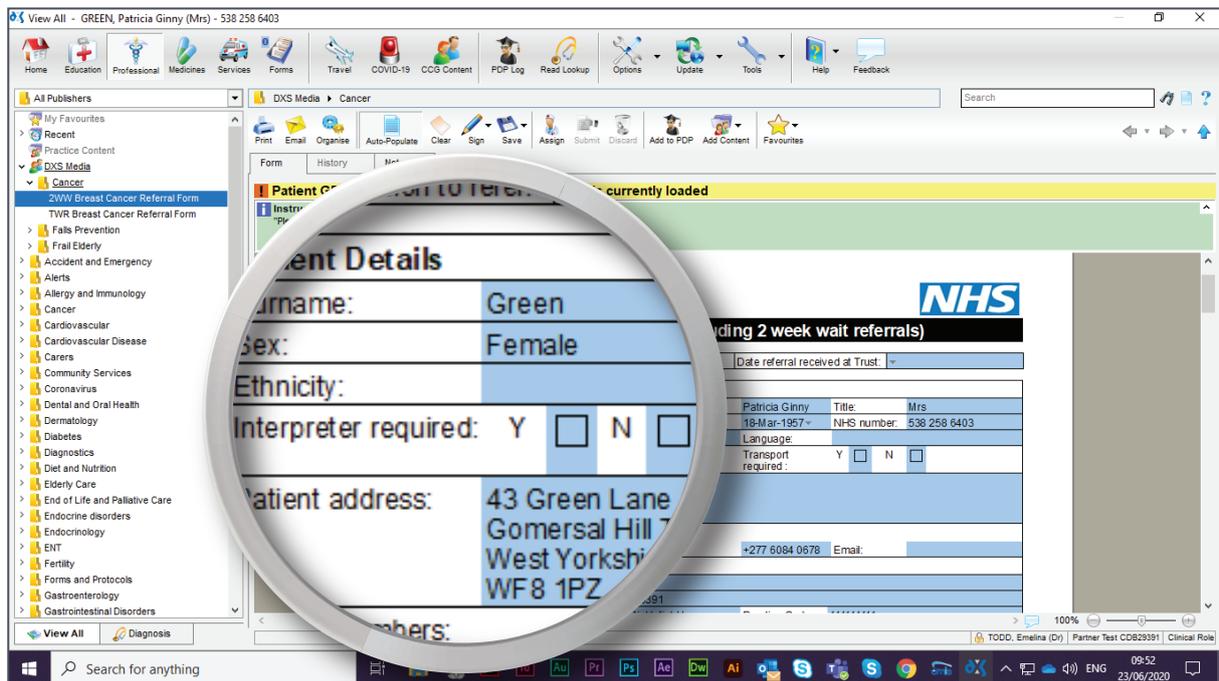
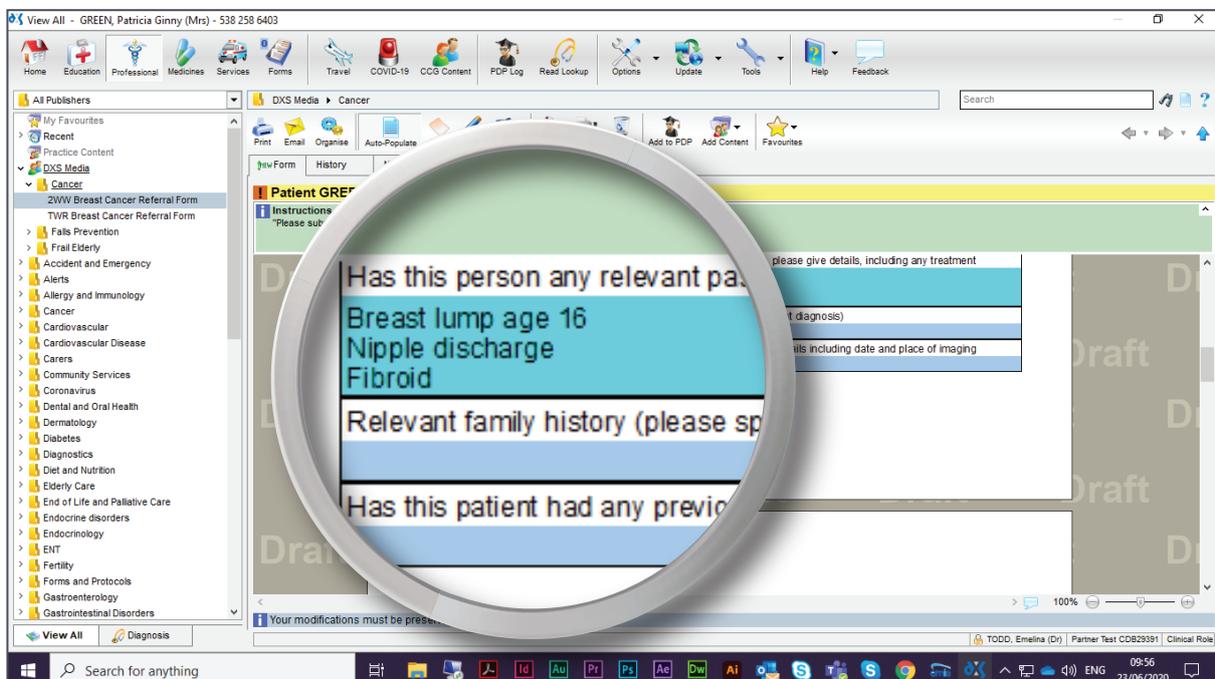4.   To insert a date, click on the drop-down arrow.

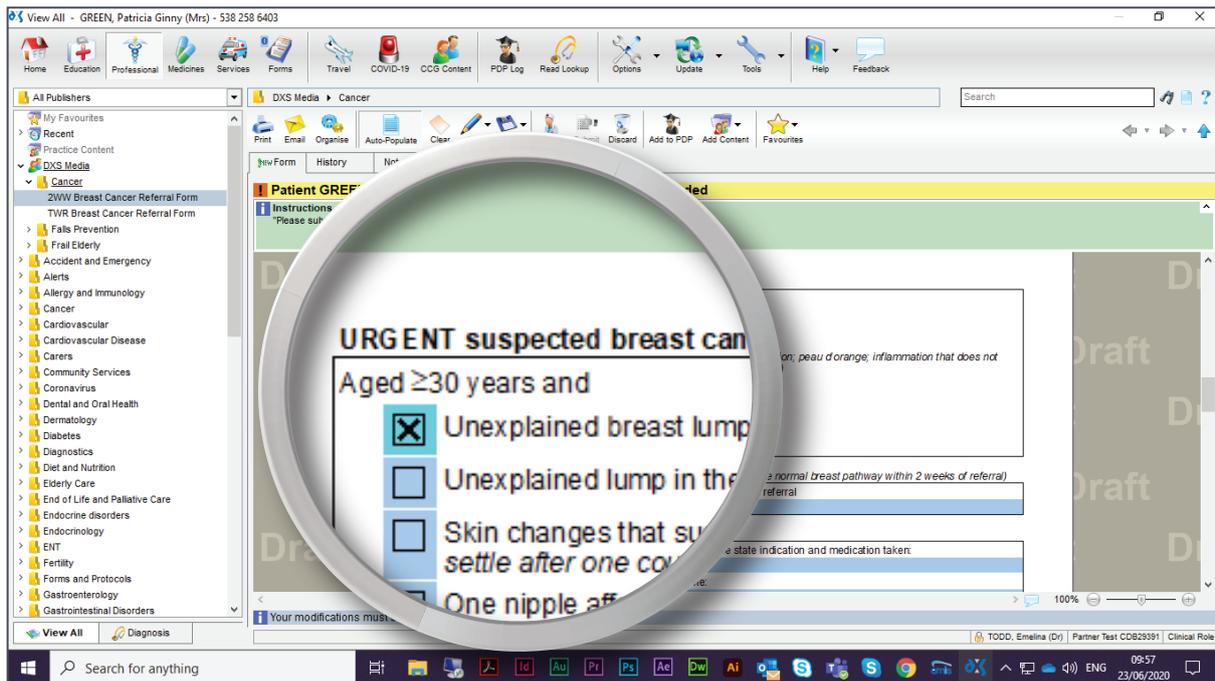5.   Select the calendar icon and click on the relevant date.

6.   Fields that have been edited, will change colour.

7.   This makes it easier to identify where changes have been made.
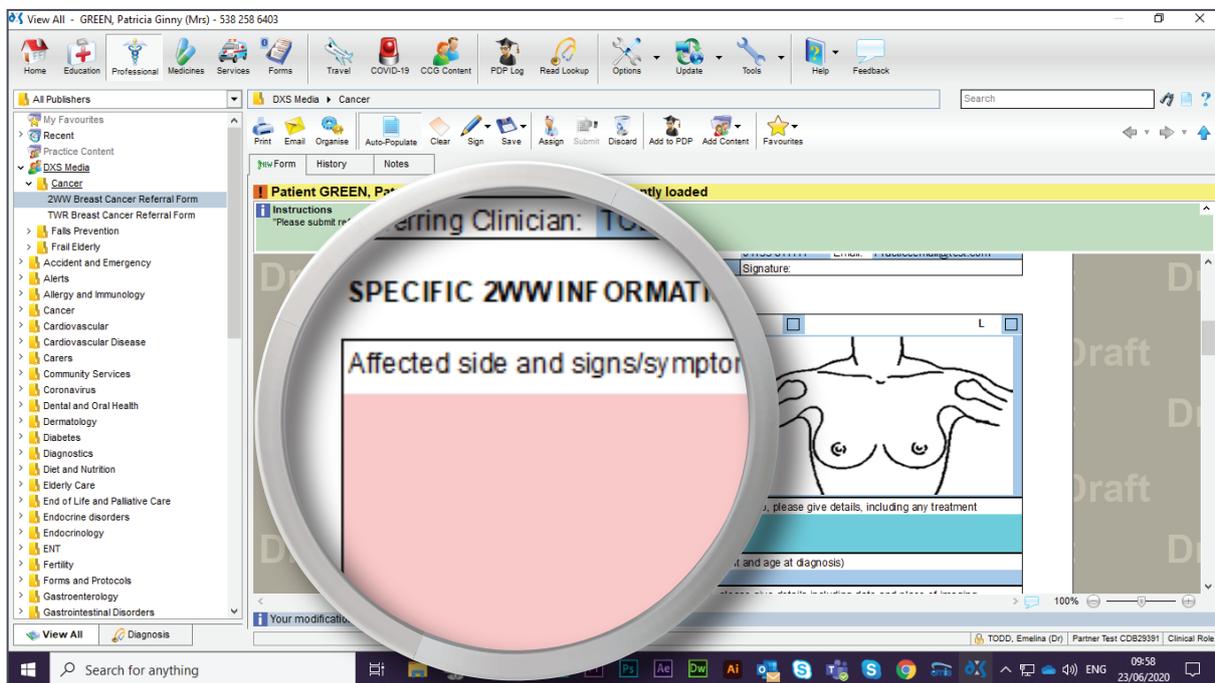

8.   Any text can be inserted in free text boxes.

9.   The page will automatically adjust to the required size.
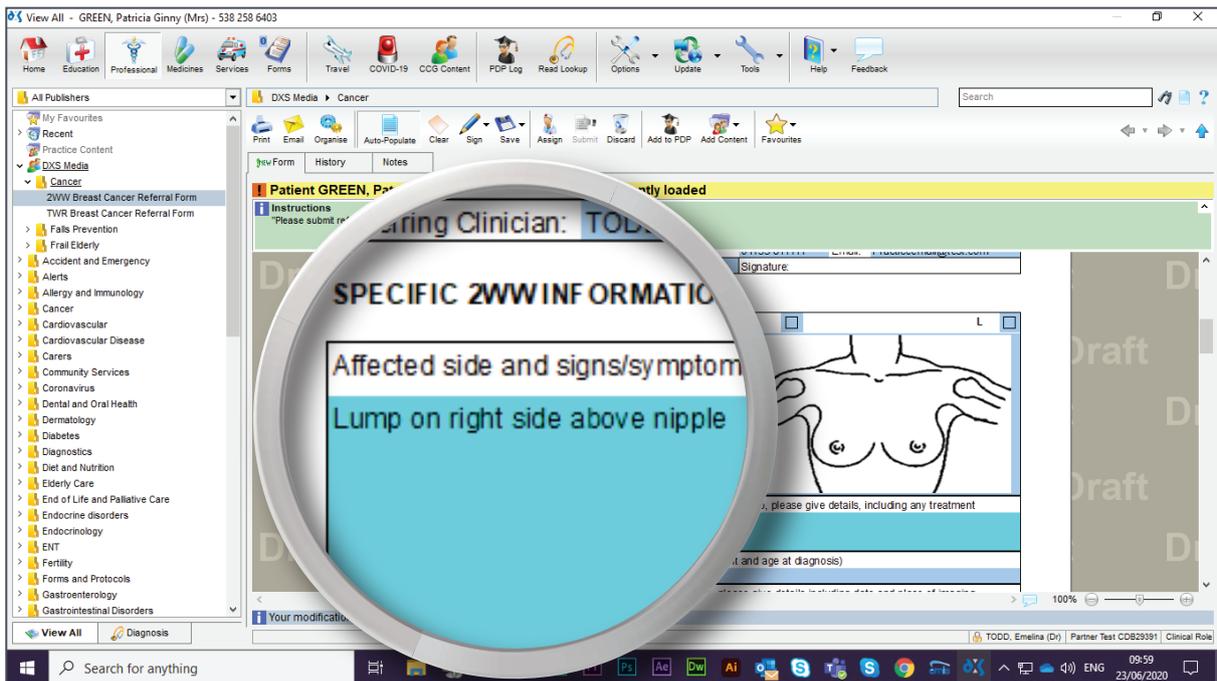
10. Selecting a tick box, will place a tick in the box.
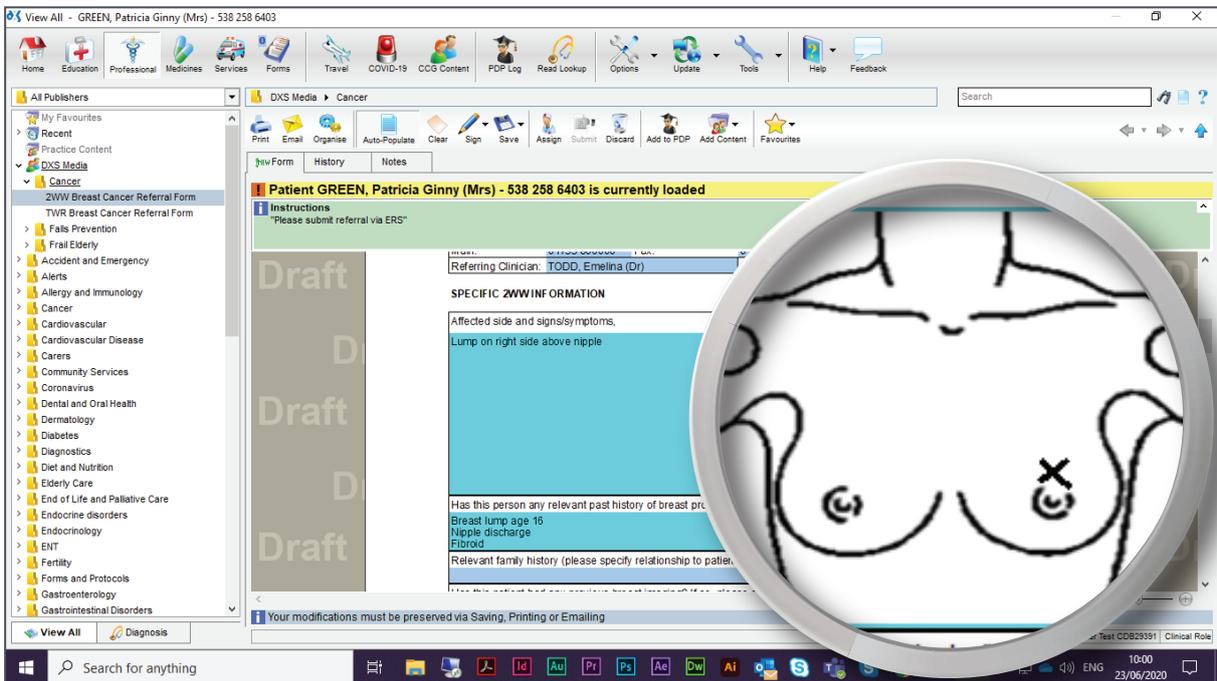

11. Mandatory fields are displayed in red.

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.

Support

🎧 0800 028 0004 (option 1)

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👆 dxs-systems.co.uk

Training

🎧 0800 028 0004 (option 2)

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