



# Point-of-Care

## **User Guide**

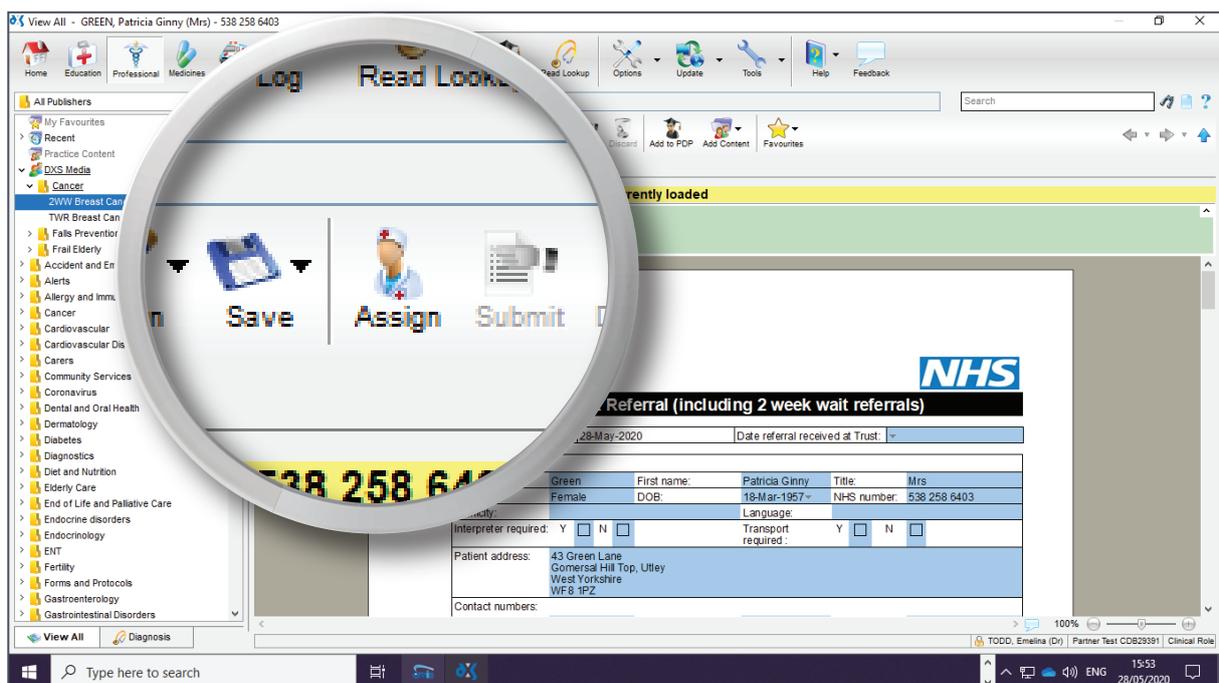
How to Assign a Referral Form

# Introduction

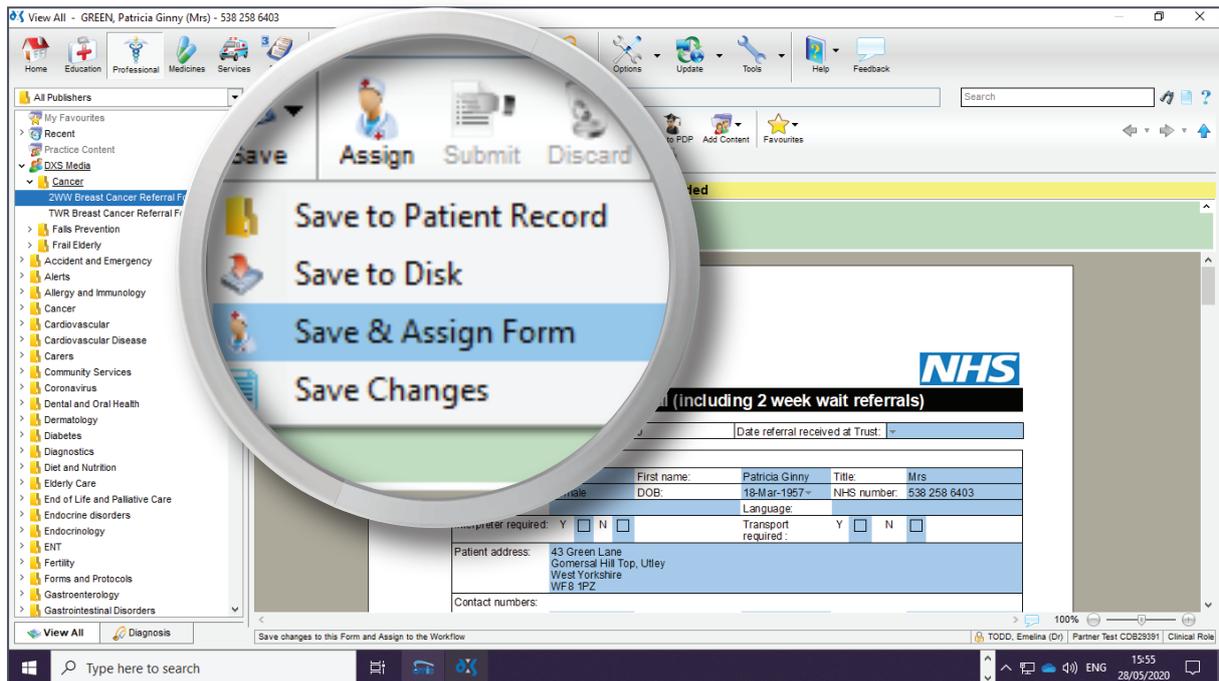
This guide will show you how to assign a referral form to a staff member or a staff group from within Point-of-Care.

## Instructions

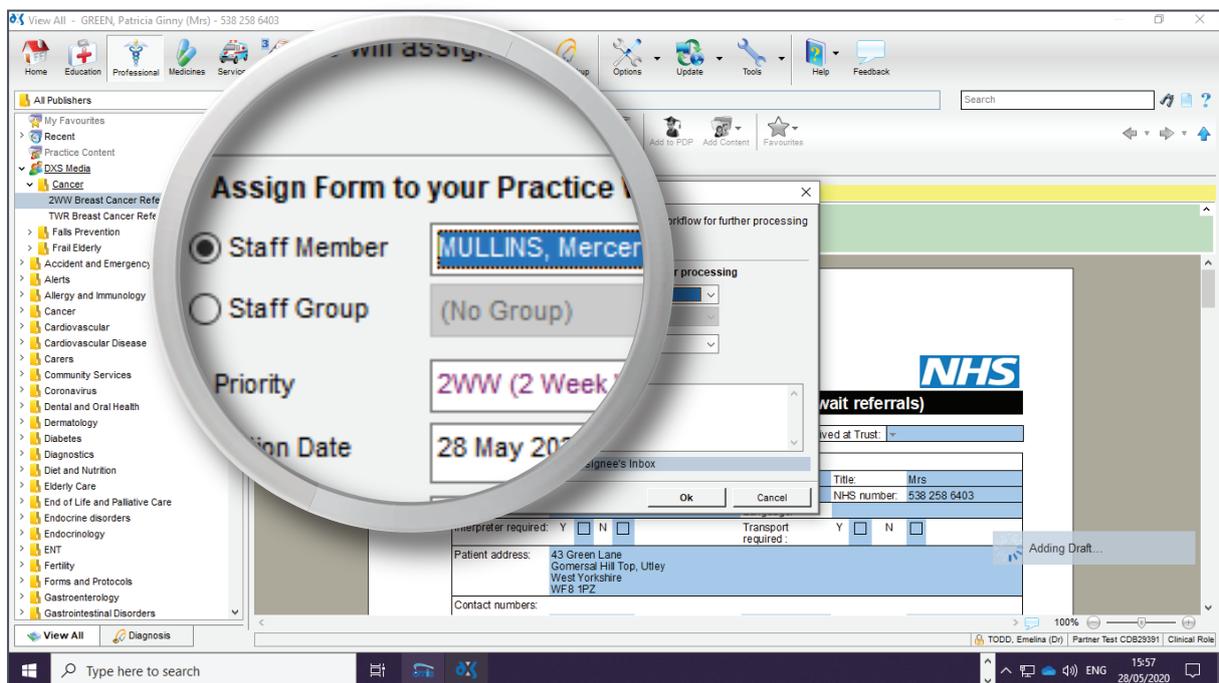
1. Open DXS Point-of-Care and navigate to the relevant referral form.
2. To assign the form, click on the 'Assign' button.



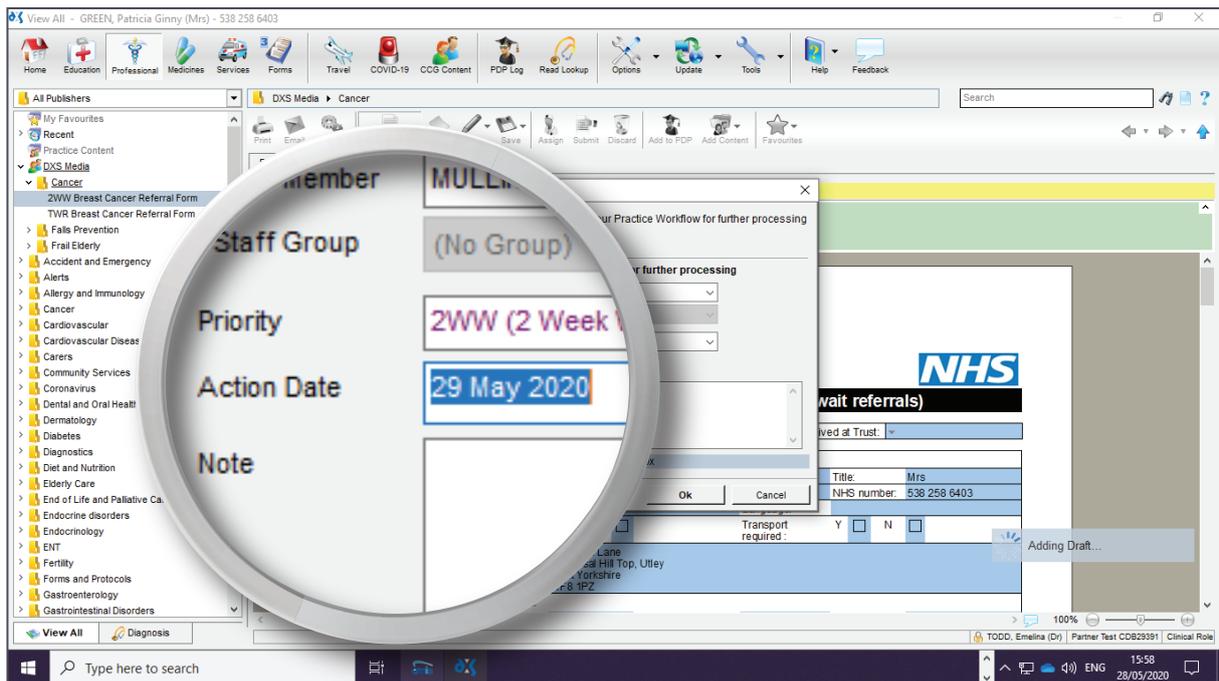
3. Alternatively, click on the 'Save' button and select 'Save & Assign Form' from the drop-down menu.



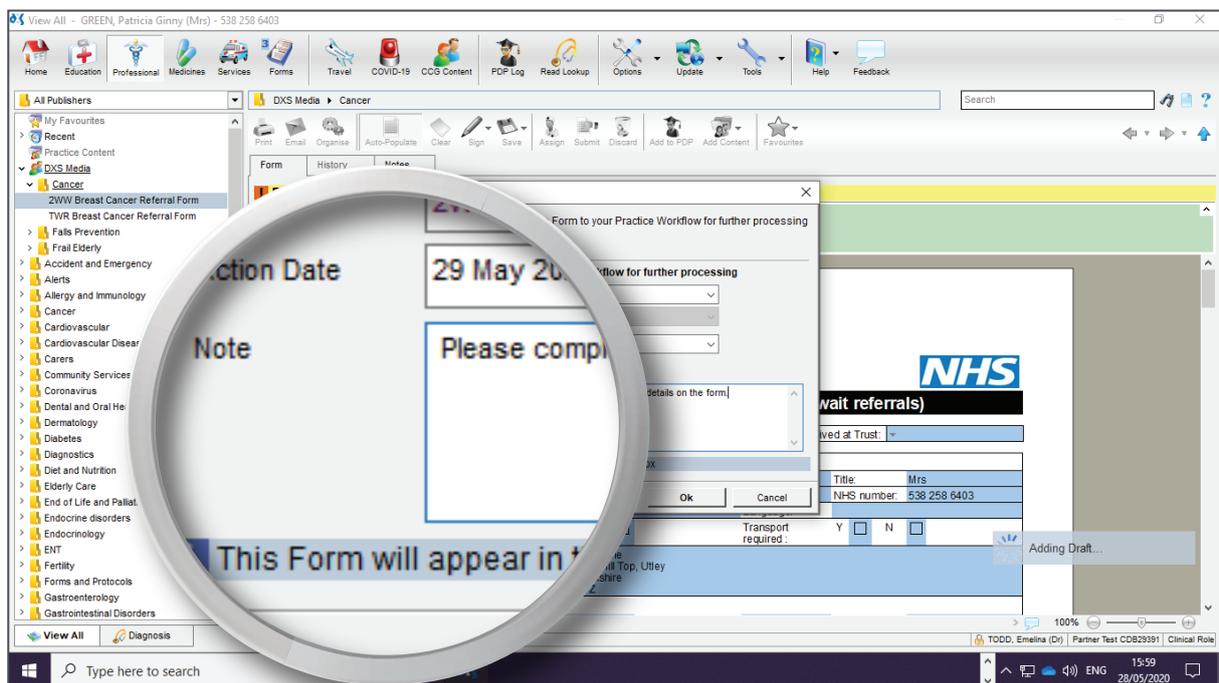
4. The form can be assigned to a staff member or a staff group.



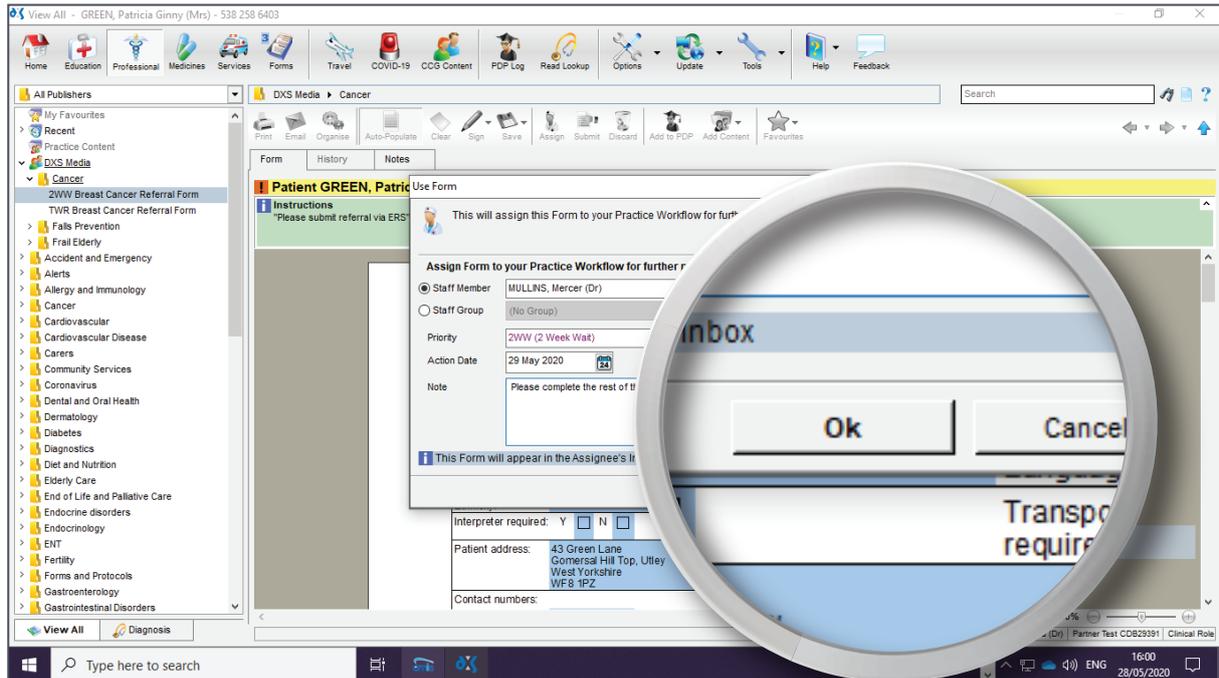
- Staff groups can be setup by a user with DXS administrative rights.
- Select the priority level as well as an action date.



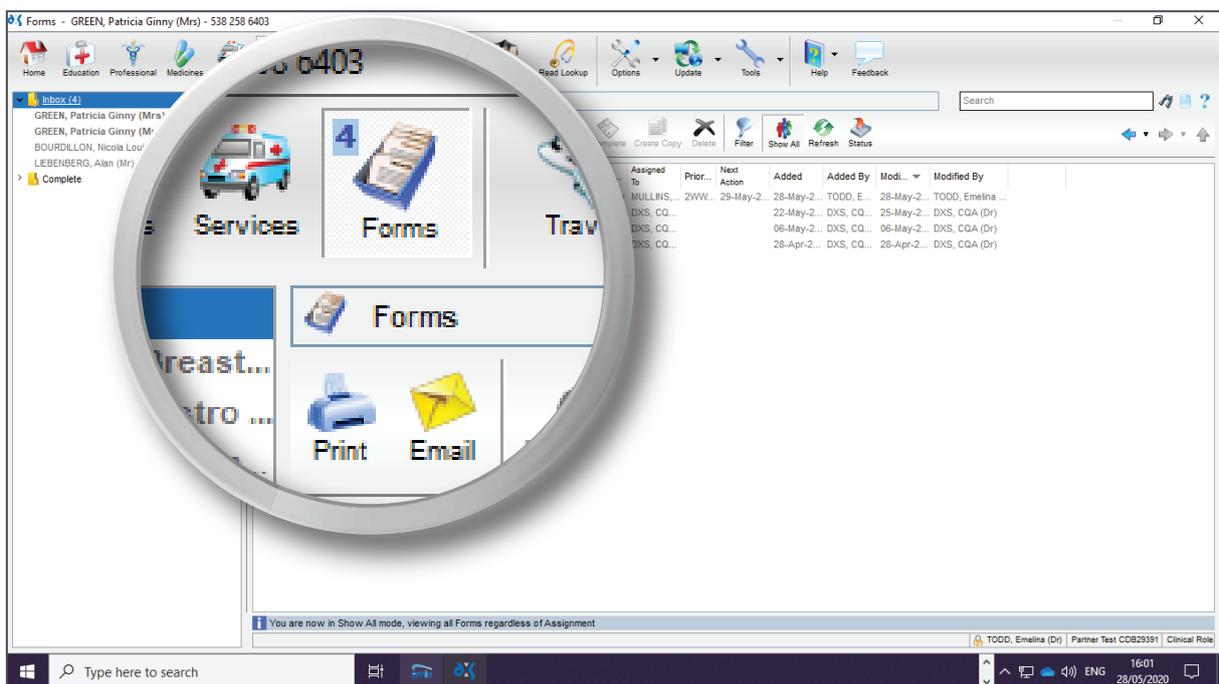
- Notes to the assignee can be added in the field provided.



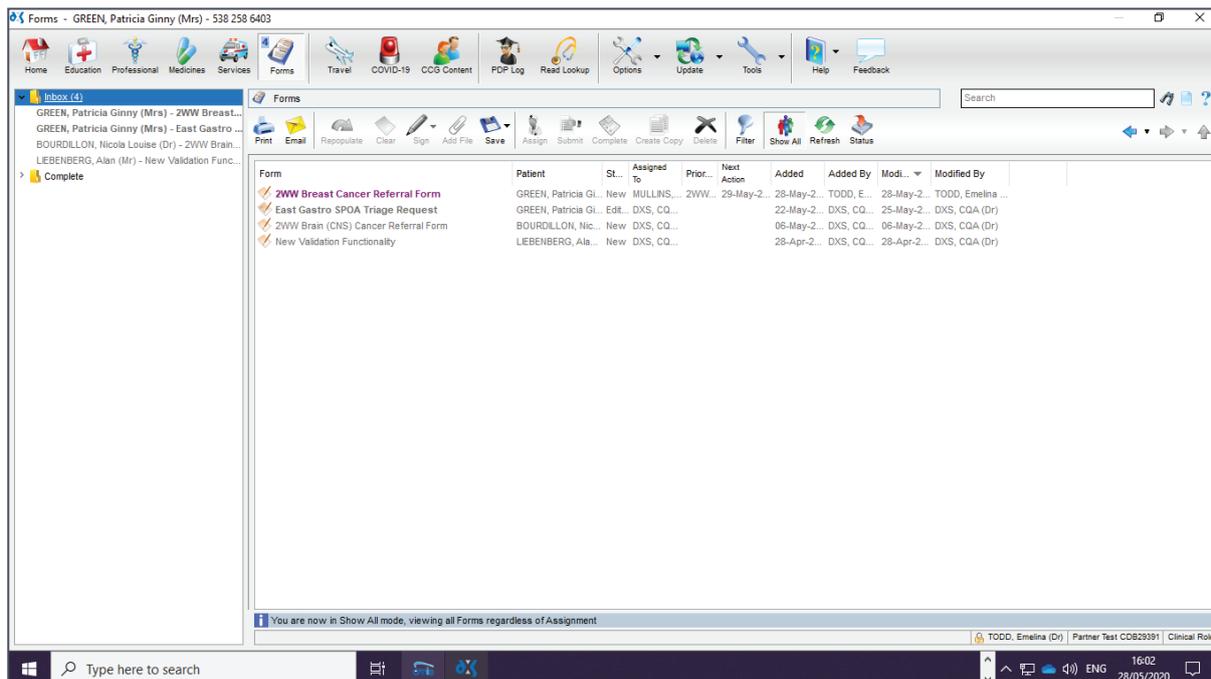
8. Click 'Ok' to complete the process.



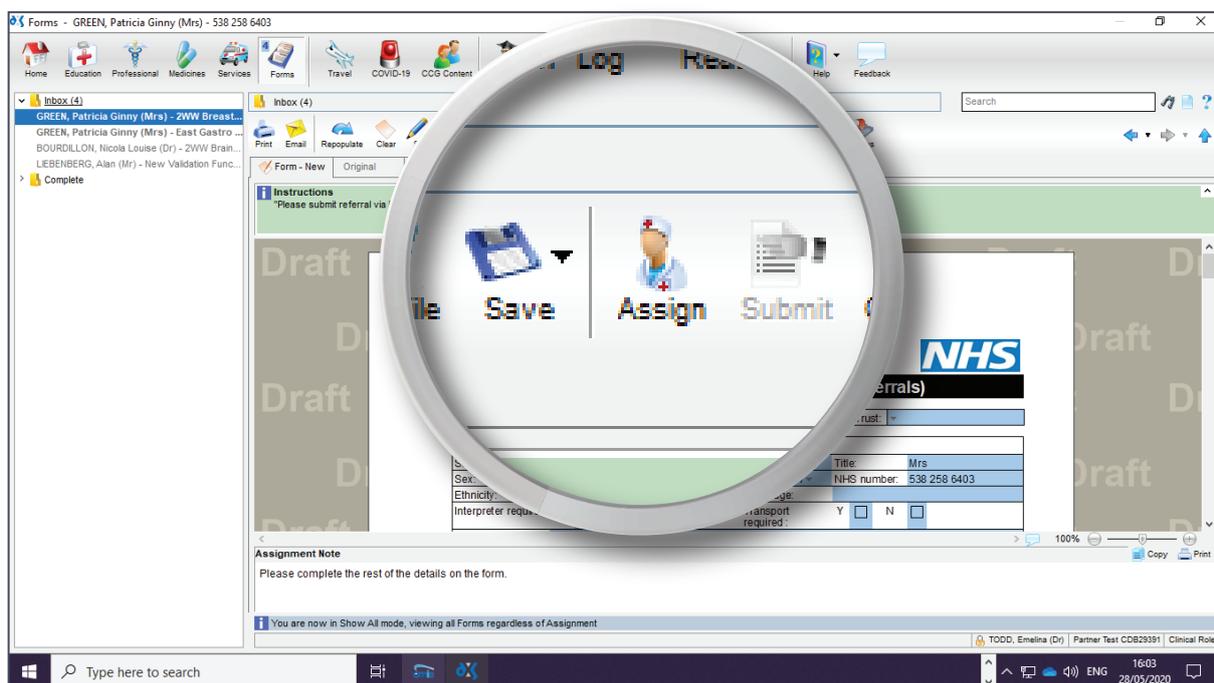
9. Once the form has been assigned it will appear in the 'Forms' section under the 'Inbox' folder.



10. Here all the relevant information will be visible to the assignee.



11. Drafts located in the 'Inbox' folder can also be assigned to other users by clicking on the 'Assign' button and following the same steps.



# Support

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0800 028 0004 (option 1)



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[dxs-systems.co.uk](https://dxs-systems.co.uk)

# Training

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0800 028 0004 (option 2)



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