

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.



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'.



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

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

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- 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)

support-uk@dxs-systems.com



dxs-systems.co.uk

Training



0800 028 0004 (option 2)

training@dxs-systems.co.uk \boxtimes



