

## **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.





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

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> 🔥 Dermatology		Sex: Female			
> 📙 Diabetes		Ethnicity:	DOB:	18-Mar-1957	
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3. Interactive fields are highlighted in blue.

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

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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.



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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.



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15. Links to useful websites or any additional information are also 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  $\boxtimes$ 



