Quick Start Guide e-RS Functionality





Complete the referral form fields and click on the 'Submit' button.

Session's patient information	GREEN, Patricia (Mrs)	t	Date of Birth: 27 Sep
Submit	완 Assign	Delete Save 🗸	🐮 Sign 🗸
Document Health	Assignment Note		
Document Health	Assignment Note		
Document Health Information Field Status	Assignment Note 0 ~ 0 ~		



If the referral form needs to be submitted via e-RS, the 'e-RS Search' window will open.





Complete all 'Search Criteria' fields and click on 'Search'. The 'Search' button will remain inactive if required fields such as 'Referrer' are incomplete.





From the search results, select the providers you want to refer to and click on the 'Use Selected Providers' button.





Review the referral and patient details, tick the 'I confirm that this

Referral Details		Patient Details			
Primary Document:	Primary Document: QA Department e-RS Test Form		I confirm that this patient is not deceased		
Clinic Turner	Heart Fallure	Patient Name:	Green, Patricia (Mrs)		
Priority:	Urgent	NHS Number:	923 687 0791		
Selected Service(s):	Alpha Cardiology Heart Failure Urgent Test Service 7 - QA Mock Data	Address:	Wrecclesham House, Wrecclesham Road		
			Wrecclesham		
			Farnham		
			Surrey		
			GU10 4PS		
Attachments 0		Telephone Number:	079 025 75762		
Attachments 0 Besides the current form	(which is already included), are there any additional documents to	Telephone Number:	679 025 75762		
Attachments 0 Besides the current form QA Department e-RS	(which is already included), are there any additional documents to Test Form (3226870791) pdf	Telephone Number:	or9 025 75762		
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Attachments	(ohish is sleady included), are there any additional documents to Test Form (92368707931).pdf	Telephone Number:	orit Interference Interference Current Track Obytes		

patient is not deceased' checkbox, and attach any additional documents.



Click on 'Create Referral'. Note: The 'Create Referral' button will remain inactive until the mandatory checkbox is selected.





The e-RS referral has now been submitted. If you are processing the patient letter, select the 'Email Patient Letter to Patient' or 'Print Patient Letter' option, and click 'Ok'.

Patient Letter Actions	\times
Your submission to e-RS has been successful.	
A copy of this form and the e-RS cover letter has been saved to the patient record. A copy of both is available under the Completed folder in Referral Management.	
UBRN (Unique Booking Reference Number)	
00000070000	
Further Actions	
Print Patient Letter	
C Email Patient Letter to Patient	
Code for "Electronic referral letter" will be recorded in the patient record.	
OK Cancel	



Otherwise, click on 'Cancel'. All the submission details, along with the patient letter and UBRN, will be recorded in the patient record and the Aios 'Referral Management' section.



Want to learn more?

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