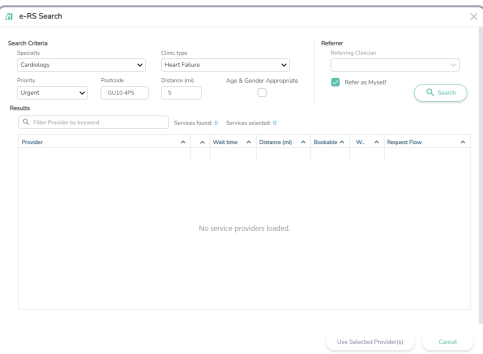
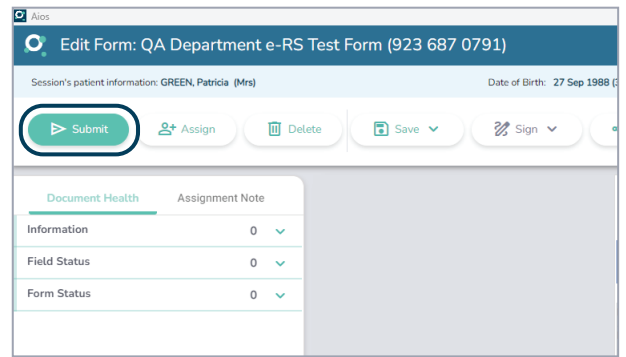


Quick Start Guide e-RS Functionality



1

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

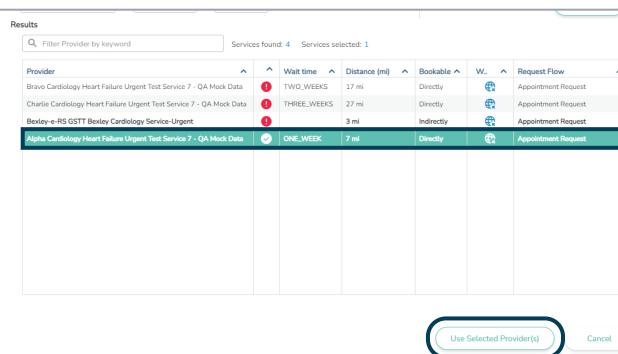
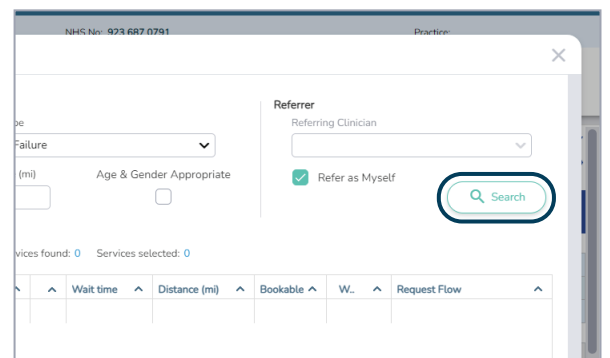


If the referral form needs to be submitted via e-RS, the 'e-RS Search' window will open.

2

3

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

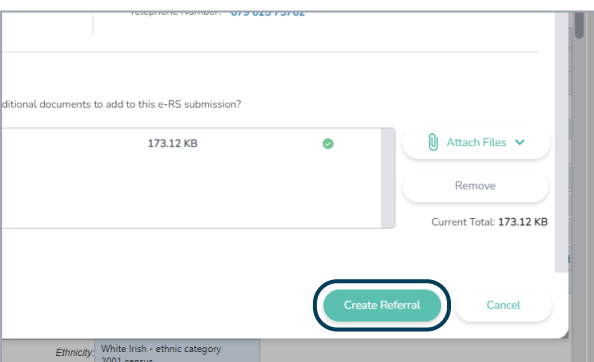
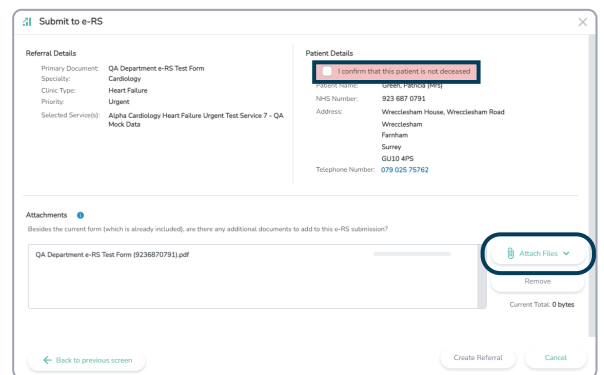


From the search results, select the providers you want to refer to and click on the 'Use Selected Providers' button.

4

5

Review the referral and patient details, tick the 'I confirm that this patient is not deceased' checkbox, and attach any additional documents.

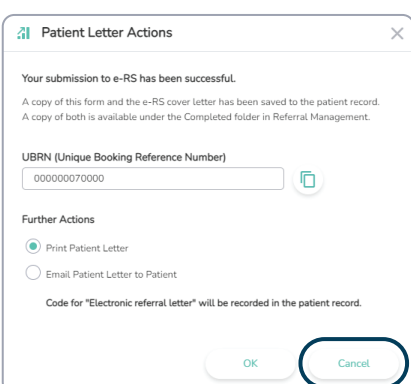
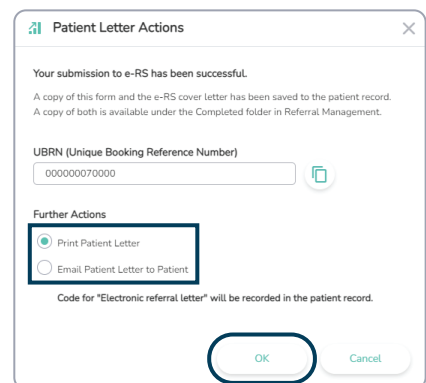


Click on 'Create Referral'. Note: The 'Create Referral' button will remain inactive until the mandatory checkbox is selected.

6

7

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'.



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.

8