How to make an Electronic Referral to North Devon Hospice

To Send an Electronic Referral to North Devon Hospice through SystmOne you must have both -

- The patients Consent to Share Out their SystmOne information from you.

- The patients Consent for North Devon Hospice to Share In their SystmOne information.

- 1. Open the record of the patient you wish to refer.
- Find the appropriate template which will be located in the Clinical Tree:
 Referral to North Devon Hospice Services
- 3. Right click and select the top option to open the template.
- 4. Complete the information on <u>both</u> pages.
- 5. Click on:

The following pre-filled pop-up will appear. The text box is mandatory – type 'new referral' only. Click OK.

New Electronic R	eferral	×
her Details Exa	ct date & time 💌 Thu 23 Jan 2020 💌 13:04 🥙 🗙	
anging the consul	Itation date will affect all other data entered. To avoid this, cancel and press the 'Next' but	ton <u>Hide Warning</u>
Referrer ** No R	eferrers Available **	Configure
Recipient	North Devon Hospice	Address Book
Recipient ID	3C184 Organisation ID 💌	
Caseload / team		
Task recipient		
Read code	R K Referral to palliative care service	
Туре	Secondary care	
	Re-referral	▼ Advanced
Urgency		
Referral summary		Presets
B Z U	協 🔁 🖸 😳 🖤 👐 SansSerif 🔹 12 🔽 🔳 🖛 🚍 🚍	
New Referral		
	<u>Ok</u> <u>C</u> ancel	

CLICKING THIS BUTTON IS IMPORTANT AS IT WILL SEND THE REFERRAL TO NORTH DEVON HOSPICE.

- 6. Record Sharing: Depending on the patient's sharing preferences recorded you may be asked to record some. NOTE: If you don't have either the patients consent to Share Out their SystmOne information from you or for North Devon Hospice to Share In their SystmOne information you will still be able to send the electronic referral but North Devon Hospice will not be able to see the completed template so will have to contact you to get this in another format.
- 7. Click **Ok** on the original template.
- 8. Click Save (this will send an electronic task referral to North Devon Hospice)

Any problems, please contact North Devon Hospice on 01271 344248