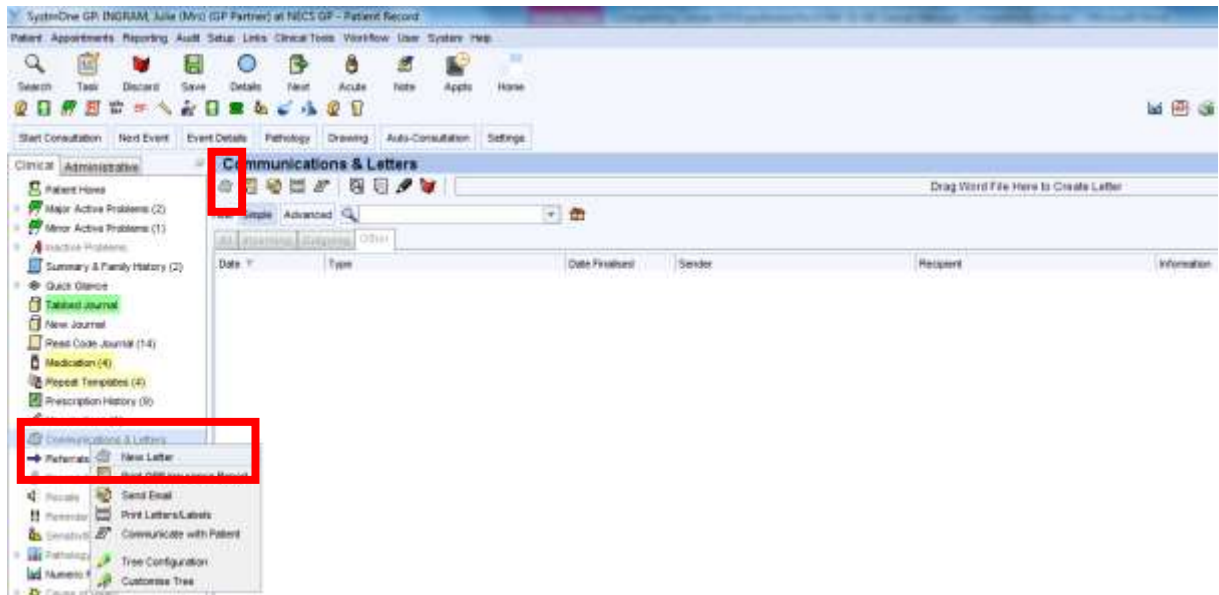


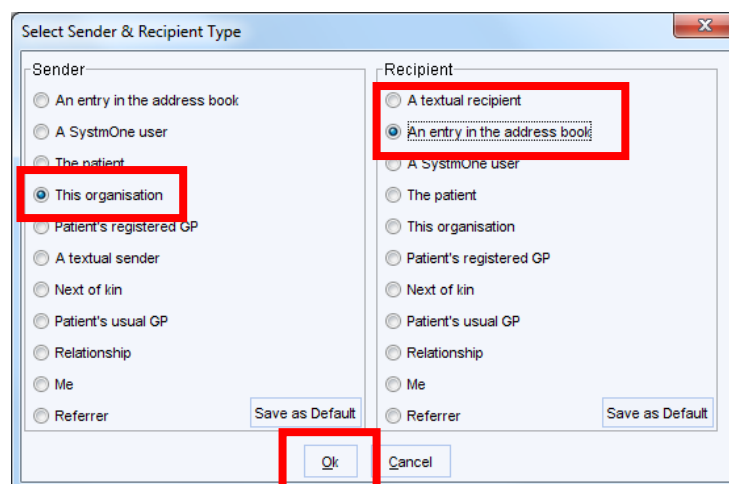
COMPLETING A CANCER 2WW PROFORMA – E-REFERRAL (S1 Integrated Word)

To complete the Proforma

- From the **Communications & Letters** node of the patient record, either from the right-click menu or the toolbar, select **New Letter**:



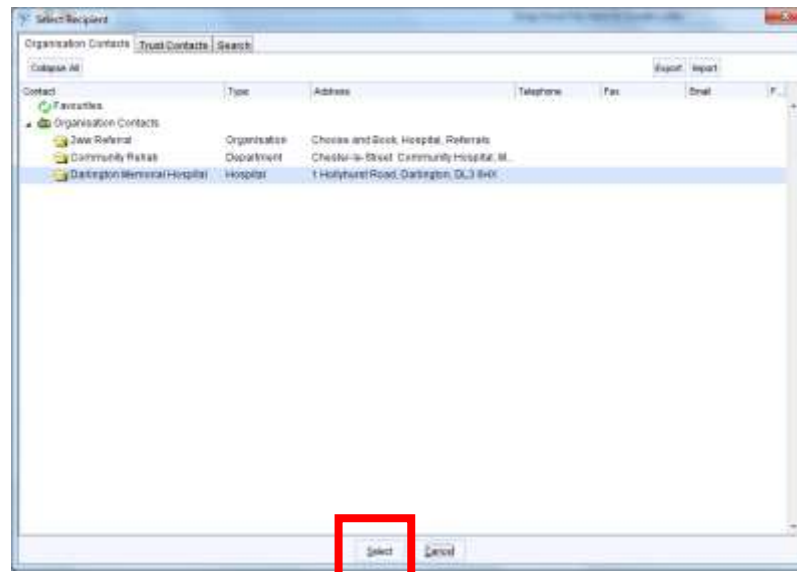
- The new letter wizard will be displayed:



- **Sender:** Select **“This Organisation”**
- **Recipient:** Select **“An entry in the address book”** (if the hospital is known at this stage)
or
- **“A textual recipient”** (if the hospital has not been chosen at this point, the recipient is left blank)

Click **OK**.

3. At the select recipient window, select the hospital you are referring to, eg Darlington Memorial Hospital:



Click **Select**.

4. In the **New Letter** window:

Other Details: Exact date & time | Tue 29 Jan 2019 | 14:05

Changing the consultation date will affect all other data entered. To avoid this, cancel and press the 'Next' button [Hide Warning](#)

Recipient

Name: [First Name] [Middle Names] [Surname]

Organisation: []

House name: [] Address Book...
 Road: [] Directory...
 Locality: [] Telephone: []
 Town: [] Fax: []
 County: []
 Postcode: [] Find Add Map

Sender

Name: [First Name] [Middle Names] [Surname]

Organisation: Leadgate Surgery

House name: Leadgate Surgery Address Book...
 Road: Wylfing Street Directory...
 Locality: Leadgate Telephone: 01207 583555
 Town: Consett Fax: 01207 215 150
 County: County Durham
 Postcode: DH8 8DP Find Add Map

Editor: SystemOne MS Word

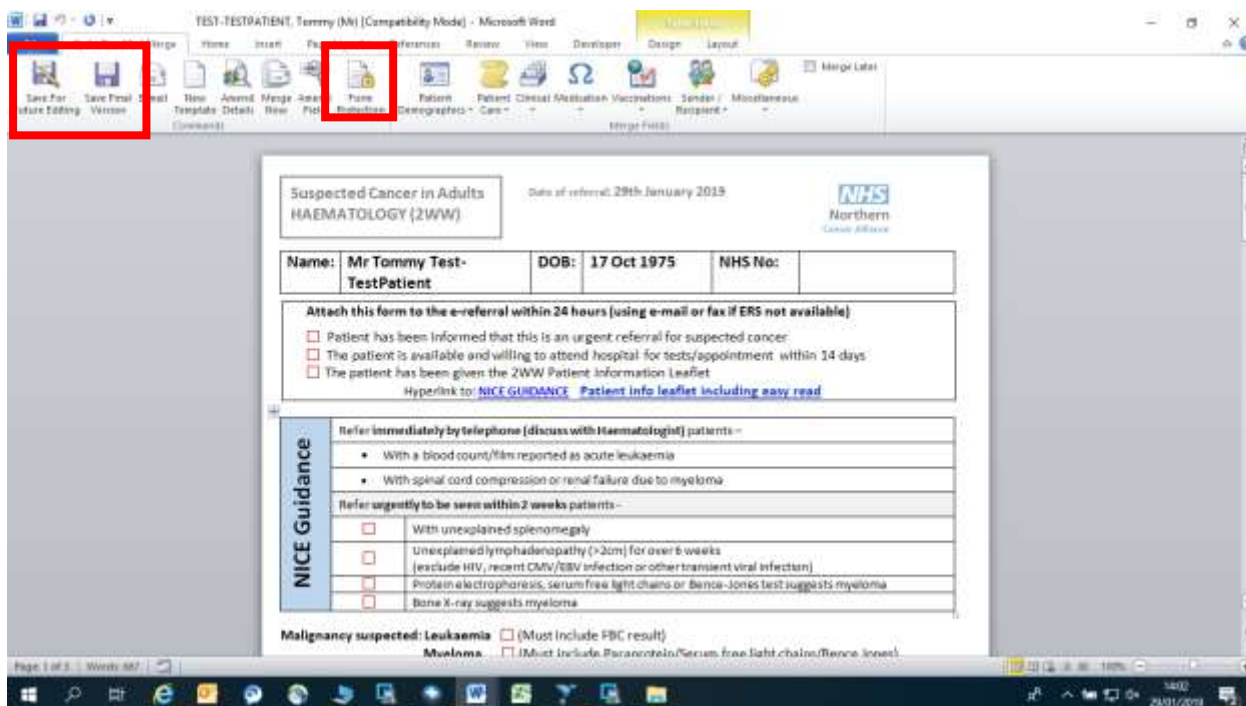
Template: Choose Template... X NCA 2WW HAEMATOLOGY Summary

Letter type: Two Week Wait Referral Save as Default


Write Now Create Task to Write Later Cancel

- **Choose Template MS Word**
- Select the appropriate Cancer 2WW template from the **DCS Word Letters** folder - Breast, Haematology etc
- **Letter Type – Two Week Wait Referral**
- Select **Write Now**

5. The proforma is opened in Word:




The patient information will have been merged into the document.

- Complete any free text fields which may be in the proforma, such as **Reason for Referral** etc.
- To complete the “tick box” fields, select the **Form Protection** icon from the SystemOne Mail Merge toolbar. 
- Select this button again when finished ticking all the required boxes to remove protection. (required before saving the document)
- If required to toggle back to SystemOne whilst the word document is open, select the SystemOne icon at the bottom of the screen, then back to the Word icon to get back to the document




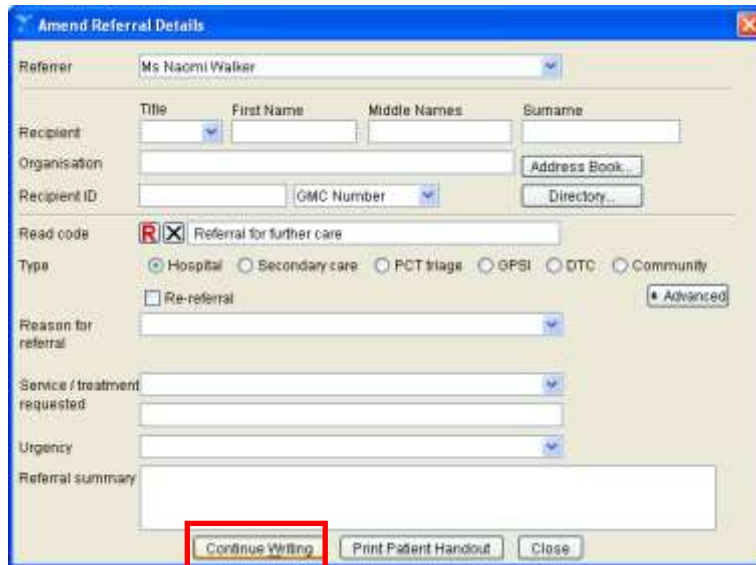
6. When completed, the proforma **must** be saved by using either the **Save for Future Editing** or **Save Final Version** buttons from the SystemOne Mail Merge toolbar.



7. **Save**  the patient record when completed.

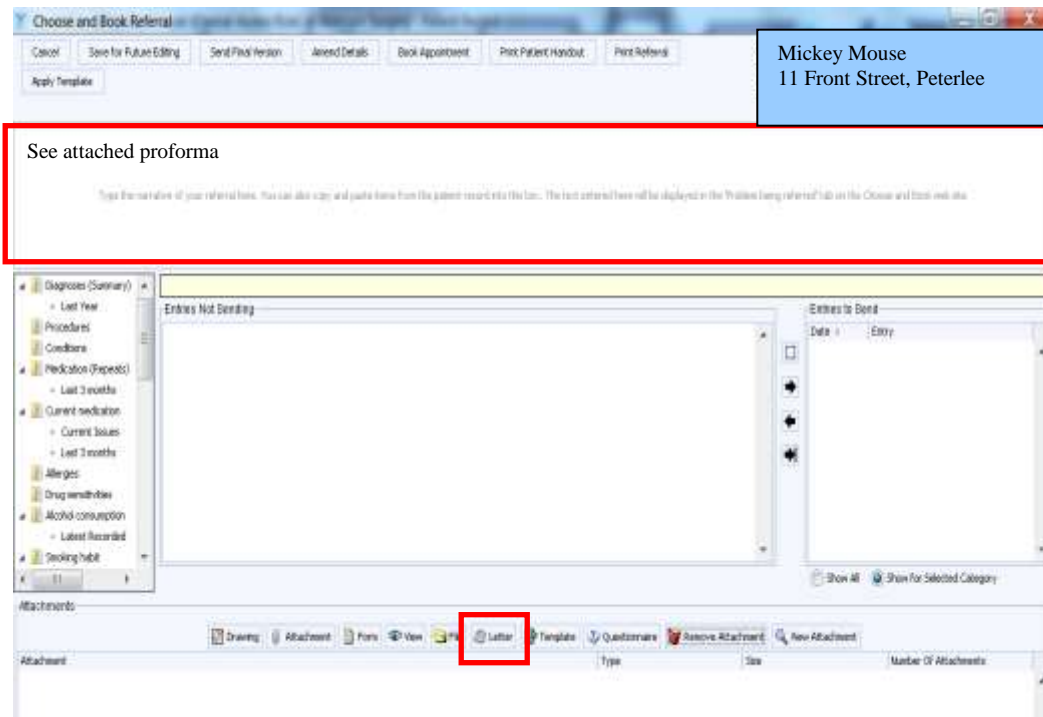
To attach the Proforma to a Choose and Book Referral to finish

1. From the **Choose and Book Referral to finish** task in the task list, click  **Action**
2. The patient record will be opened with the **Amend Content** window of the referral. Select **Continue Writing**.




The screenshot shows the 'Amend Referral Details' window. The 'Referral for further care' checkbox is checked. The 'Continue Writing' button at the bottom is highlighted with a red box.

3. The **Choose and Book Referral** window is displayed. Enter “See attached proforma” or information as necessary into the free text pane at the top of the screen.



The screenshot shows the 'Choose and Book Referral' window. The patient name 'Mickey Mouse' and address '11 Front Street, Peterlee' are visible in the top right. The free text pane at the top contains the text 'See attached proforma'. The 'Letter' button in the bottom toolbar is highlighted with a red box.

8. Select **Letter** and choose the relevant proforma from the list.
9. Select **Send Final Version**.
10. **Save**  patient record using icon.