

How to use a new Northern England 2WW referral form in EMIS

- 1.** Open the patient notes in EMIS.
- 2.** Click on **Documents > Create a letter**.
- 3.** Fill in the form by clicking on the check boxes as appropriate and free text into the area marked Reason for referral. This is important to ensure the most appropriate care of your patient.
- 4.** Blood tests already completed will be mail merged as appropriate. If the relevant tests have been taken on the day of referral or are planned please indicate the date they will be taken on the form.
- 5.** PLEASE COMPLETE PERFORMANCE STAUS if this is included on the form. This is essential so that people can be booked for straight to test if appropriate and will shorten the time to diagnosis.
- 6.** Please check the additional information area at the bottom of the form regarding communication needs. Only coded information will already be collected.
- 7.** Use the top left button to save the document.
- 8.** If you need to go back to amend the form, it is only possible to do this before you save the notes.
 - a. Click on the Documents list
 - b. RIGHT Click on the referral form and select edit.
- 9.** When you are happy with the content, click on save.
- 10.** **Please note,**
If you are faxing or emailing the form you **MUST** include the referral header sheet too. This has information on it which usually gets attached by the e-referral process. The referral headed sheet can be completed in documents in the same way as the letter template.
- 11.** If for some reason the form gets 'unlocked' then the tick boxes will no longer work. A quick work around is right click over box and click "checked". Unfortunately, EMIS does this randomly but uncommonly on uploading.
- 12.** Please make sure your fax machine is set to black and white if faxing this form.