

How to Review Specialist Referrals

To review a Specialist Referral you must first have set up your ppm+ Contact and joined your respective Team.

To find your teams specialist referrals list, from your home page:

- Click on **Browse List**
- Click on **Referrals**
- Click on your teams name

You will then see your teams referrals page.

Speech & Language Therapy (Respiratory) - Specialist Referrals												
Action	Patient	Age	Ward	LOS	EDD	Status	Assigned To	Urgent	Ref Priority	Referred	Next Review Due	
<input type="checkbox"/>	TAYLOR Sam	68y	TEST EPR ZZZ		08-Sep-2016	Requested				7d 3h 36m		
<input type="checkbox"/>	TAYLOR Sam	68y	TEST EPR ZZZ		08-Sep-2016	Requested				22h 42m		
<input type="checkbox"/>	TAYLOR Sam	68y	TEST EPR ZZZ		08-Sep-2016	Requested				7d 3h 18m		
<input type="checkbox"/>	TAYLOR Sam	68y	TEST EPR ZZZ		08-Sep-2016	Requested				7d 3h 2m		

Showing 1 to 4 of 4 entries

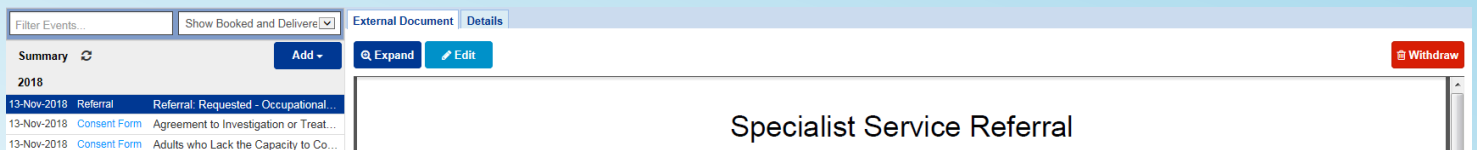
To review a Specialist Referral

- Click on the blue box with the white arrow next to your desired patient
- Select **Review Specialist Referral**

The Specialist Service Referral form will open for you to review where you can either **Accept**, **Decline**, or **Redirect** the referral as well as update other fields which link to the columns on your team referral page. If you select **Redirect** you must scroll to the top of the form to choose another option under **Referral To Team** before submitting.

How to Review Specialist Referrals

Once a Specialist Referral is submitted you will be able to view it in the Single Patient View. Here you have the option to **Expand** the referral and until a referral decision is made you can **Edit** or **Withdraw** the referral.



You can view the status of referrals on the ward view under the Specialist Referrals column, which is also viewable on your ward eWhiteboard.

An acronym of the team referred to is followed by the status of the referral. The status can be identified by using the key to the right.

If there are multiple referrals a number will represent the quantity of forms with that status.

Specialist Referrals

SLT:A, OT:Dis

R = Requested

W = Withdrawn

S = Seen

A = Accepted

Dec = Declined

Dis = Discharged

RD = Redirected

For further information please contact ImplementationTeam
Ext. 60347 or email to leedsth-tr.ImplementationTeam@nhs.net