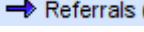

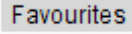

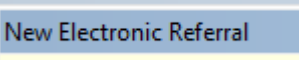
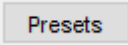
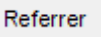
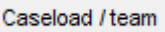


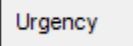




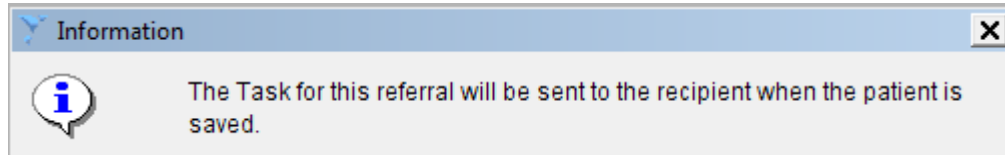
Guide How to electronically refer to Community Nursing S1 to S1


York Hospital Teaching Foundation Trusts Single Point of Access

As a trust we recommend that SystemOne GP practices set-up a mini Clinical Template with a pre-defined electronic referral to the YFT Single Point of Access which in turn can be added e.g. to your Quick Action Toolbar. We would also recommend adding the YFT SPA within individuals F4 directory as a favourite to save time. However, the following is based on no templates being created and via the individual patient's records.

1. Within the patients record navigate to the  Referrals node
2. Right click on the node and select  New Electronic Referral **NB:** If you are unable to do this you will need your RA agent to add manage referrals access right to your role
3. Search for **YTHFT Adult community Nursing** within the F4 Directory or if already saved navigate to your  tab and select YTHFT Adult Community Nursing and select the  button
4. Within the  window key in the reason you are referring this patient to our Community Matrons/Case Managers/Community (District) Nursing or select one of your organisational/user  if already pre-defined
5. Select your  Referrer
6. **Ensure you** select the  **NB:** Please note that all electronic referrals sent in this manner would all be ROUTINE – for all URGENT referrals please contact the Single Point of Access via telephone
7. Select  
NB: Referrals for the following will be received in to the SPA:
 - a. Referral to district nurse (XaBSn)
 - b. Referral to community matron (XaKbg)
 - c. Referral to nurse case manager (XaRCD)
8. Please select the reason for referral from the available drop down menu – if no relevant option is available please leave blank and ensure as much detail has been keyed in under point no. 4
9.  select  only

10. Select the  button a prompt will appear stating that a task and the electronic referral has been sent:



11.  the patients record

12. Within the patients home node on your clinical tree, you will be able to view the status of the referral. The example below is based on the referral being accepted and processed by the SPA. If the status is accepted this referral has been passed to the relevant caseload who supports your patients.

