

# National referral template in Health one

## Getting the template

If you use Live update, then you probably have the template on your system already. (you can check by opening clicking on your template icon and checking for “Q\_National\_Referral.csv”.

If not, you can download it:

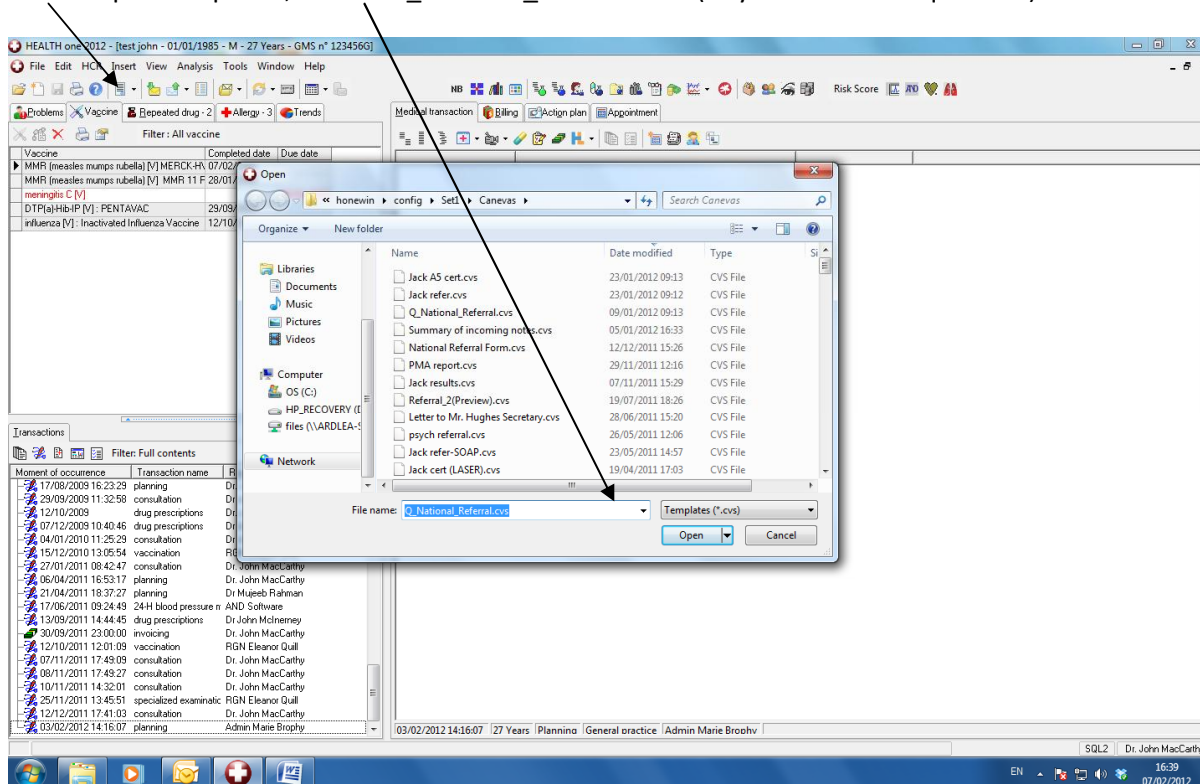
- Go to HIUG website, - [www.hiug.ie](http://www.hiug.ie) and log in.
- Go to Downloads, then templates.
- Select “Q\_National\_Referral.csv” and save to the honewin >config > set1 > canveas folder (of you SHARED configuration if you are using a shared confi guration)

## Generating the referral from the patient file

In the patient file, record your consultation notes in a transaction as usual using SOAP (subjective symptoms, objective findings, assessment, plan of action)

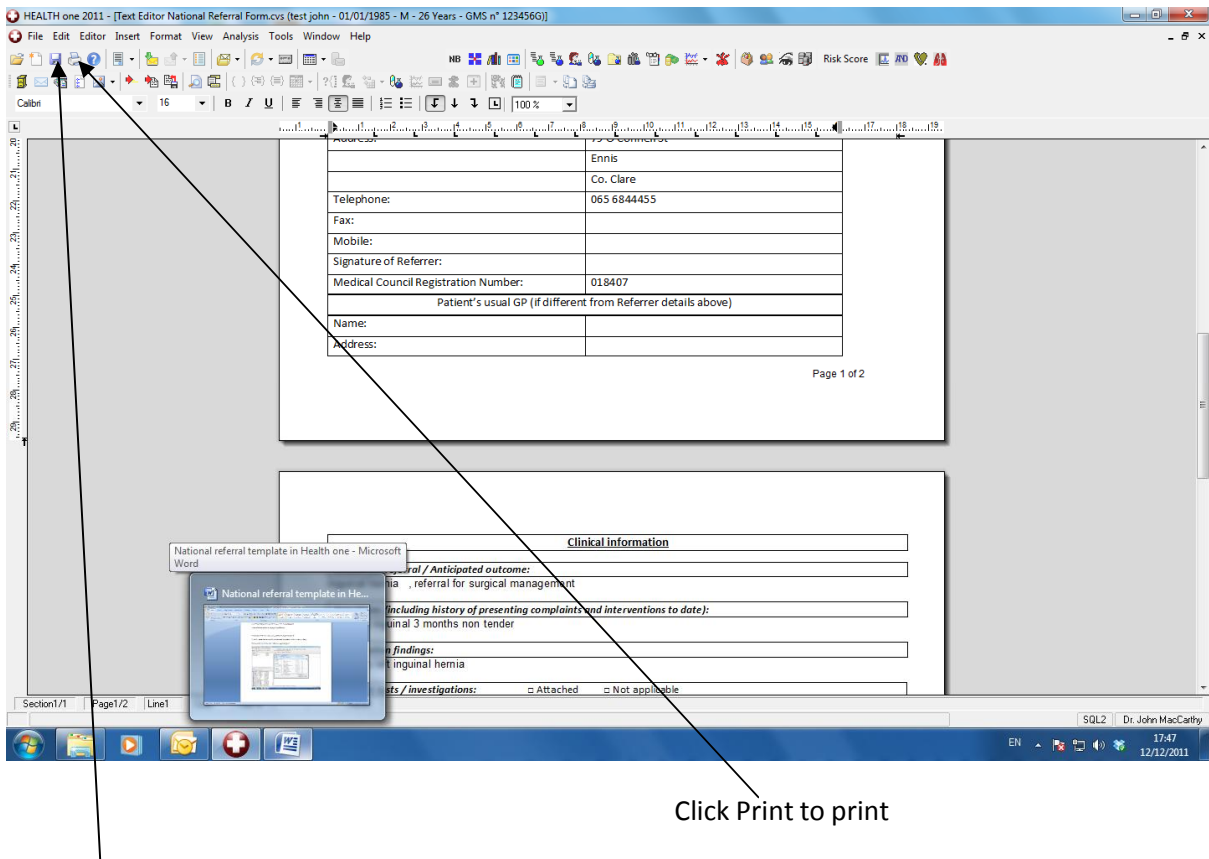
Check the patient administration details (address and telephone numbers, etc) are up to date

Click to open templates, select “Q\_National\_Referral.csv” (as you would for “quicklet”)



You can edit or add data in the template as you would other templates

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Click Save, if you wish to save a copy in the patient transaction. You can type a comment if you wish (eg name of consultant to whom you referred). Exit the document and a copy is saved.

## Notes

1. Hospital, specialty and consultant fields that you are referring to are not filled in automatically on this form, as practices will vary widely in how they handle this at present on their referral letters. You can fill this information in manually, or get Health one to fill them by creating a sequence and filling these items in, or creating a database (dbf file), and then editing the template as required. For more information see the "correspondence" and "Mailmerge, create DBF" sections in the Health on manual
2. Most of the patient administration fields are filled from the basic medical information fields of the same name. It is worth ensuring these are up to date. Hospital Number is not extracted automatically as practices may have different ways of handling this data. Same for next of kin (name of guardian).
3. The referrer's details are taken from the user DB. These will need to be filled in once if not already done so. Alternatively you could edit the template, just typing in these details and create one for each doctor in the practice.
4. The clinical information will be filled from SOAP. Medical history will be taken from the items problem, medical history, surgical history from the basic medical information page.
5. Both adverse reaction to medication and allergies are taken onto the template
6. You can type free text onto the template as you see fit. Saving a copy in the transaction is recommended.
7. If you are sending blood results or other reports, these can be printed separately and attached
8. You will need to sign the first page, there are also 4 yes/no tick boxes to be ticked also. You could edit the template as you see fit to fill in these tick boxes