

Creating a referral letter.

Instructions :

1. Go to the homepage and click a consultation from either the **pending** or **ongoing** tables, or open an admission from one of the **admission ward** tables.
2. Click the More toolbar button. This moves the toolbar one level down to expose a different set of toolbar buttons.
3. Click the Referral Letter toolbar button to open the Referral Letter page.
4. Enter the content of the referral letter into the provided text box located within the Referral Letter window. Please note that certain information will be automatically incorporated into the referral letter. This information will appear automatically just above the content you input into the text box :
 - Patient full name.
 - Medical aid society (for medical aid patients)
 - Medical aid number (for medical aid patients)
 - Medical aid suffix (for medical aid patients)
 - Medical practice name and number
 - Birthdate (if specified on patient record creation)
 - Age (if the birthdate is available)
5. Click the Print toolbar button in the Referral Letter page to print and save the referral letter.
6. A notification will then appear on the Consultation page, confirming the successful saving of the referral letter. To update the Consultation page, click **Ok** in the notification. Please note that any unsaved data on the Consultation page, such as comments, notes, or prescriptions, will be automatically saved before the page refreshes.
7. To view the referral letter, navigate to the timeline view of the refreshed consultation. This can be done by clicking the blue ribbon button labeled timeline. Once in the timeline view, you will find the referral letter at the top, as it represents the most recent event or attachment associated with the patient.

Revision #10

Created 2024-05-07 10:34:12 UTC by Thokozani Msebele

Updated 2024-05-09 20:54:04 UTC by Thokozani Msebele