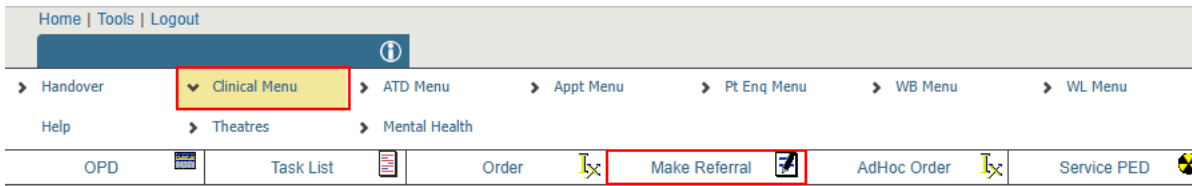


Trak Referrals – Referrer Guide

Please note the following is an example for demonstration purposes. Options and content for other specialties may vary.

To refer a patient:

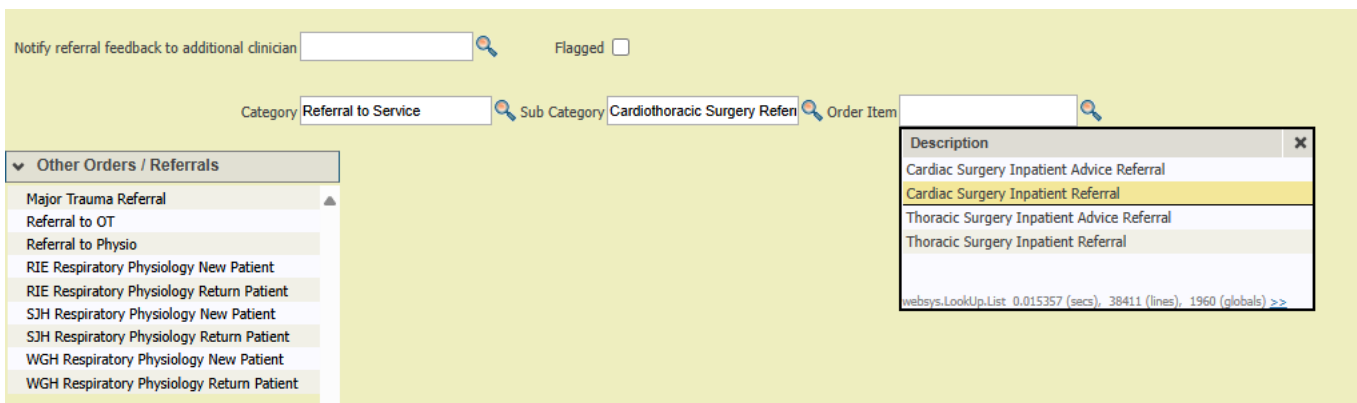
Select patient from floorplan or via **Patient Enquiry** >> Select **Clinical Menu** >> Select **Make Referral**:



If the referral you require is available in the “**Other Orders / Referrals**” favourites menu you may select directly from there. If not, look it up manually as follows:

Input the following:

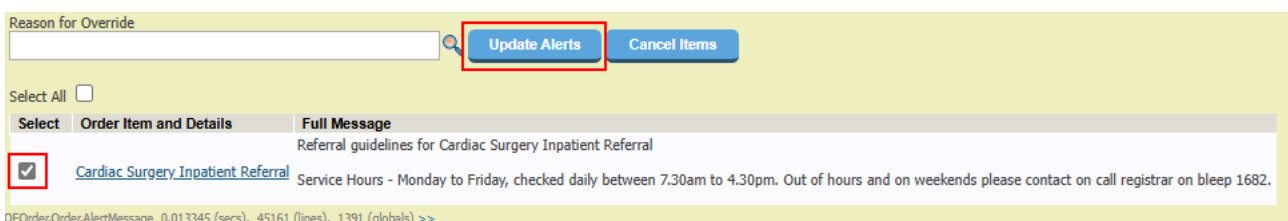
- **Category:** Referral to Service (code REF)
- **Sub Category:** Select relevant specialty
- **Order Item:** Select relevant referral type



An Alert will display with guidance when placing referrals. Select the red **Alerts** box which holds the **Guidance**:



Confirm understanding of referral guidance by selecting the **tick box** >> **Update Alerts**:





Referral alert is now removed >> Select the **Questionnaire Icon**:

Alerts

OEOrder.Entry.Alert 0.008242 (secs), 28295 (lines), 1702 (globals) >>

Order Set View ☐

Questionnaire	Order Item and Details	Delete
Referral to Service		
	Cardiac Surgery Inpatient Referral Start Date: 21/01/2025 @ 11:25	

OEOrder.Entry.List 0.016578 (secs), 44381 (lines), 2217 (globals) >>

Complete mandatory **Referral Questionnaire** (there is access to the patients EPR on this screen if required) >> **Update**:

REFERRAL QUESTIONNAIRE

Referral: Cardiac Surgery Inpatient Referral

Reason for referral

TYPE OF SURGERY (delete as appropriate):

Coronary artery bypass graft (CABG)
Aortic valve replacement (AVR)
Mitral valve repair (MV repair)
Mitral valve replacement (MVR)

OTHER (please specify):

ANY FURTHER INFORMATION
Requestor Name:
Requestor Contact Number:
Referring Consultant:

CLINICAL INFORMATION – Please ensure pre-op investigations are organised / completed such as angiogram, echo, Pulmonary Function Tests (PFTs), dental review (if applicable) recent bloods including coagulation screen, MRSA screening.

Clinical information

Type of referral Referral

Reason questionnaire excluded

User

Update

Edit History

200003495B

PAPerson.Banner 0.097712 (secs), 66238 (lines),

Overview / Progress

- Discharge Letter / Meds
- Observations / Measurements
- Growth Chart
- NEWS (Adults Only)
- PEWS (0 - 16 years)
- Social Summary
- KIS / Patient preferences / Co
- Allergies / Alerts / Risks
- Clinical History
- SCI Store
- SCI-Diabetes
- Medication and Immunisation
- Cognition / Communication
- Skin Integrity



exp.Tabs.Side 2.999812 (secs), 3928166 (lines), 395677 (globals) >>

The **Questionnaire Icon** is now ticked >> Select **Update**:

Alerts

OEOrder.Entry.Alert 0.010970 (secs), 28289 (lines), 1906 (globals) >>

Order Set View ☐

Questionnaire	Order Item and Details	Delete
Referral to Service		
	Cardiac Surgery Inpatient Referral Start Date: 17/04/2025 @ 14:20	

OEOrder.Entry.List 0.011353 (secs), 44062 (lines), 2583 (globals) >>

Follow the Order Entry Questions instructions:

- To access to the referral questionnaire, select the **Order Name** hyperlink
- To access the referral guidance, select the **Alerts Message** hyperlink

In **The Answer to Question** lookup, select **Yes** >> Password and **Update**. The referral has now been placed:

Admin

Order Name	Guidance	Order Status	Start Date	Start Time	Ordering Clinician	Flagged	CC
Cardiac Surgery Inpatient Referral	Alert Message	Inactive	21/01/2025	11:25		<input checked="" type="checkbox"/>	

OEOrderItem.ListEMR 0.064589 (secs), 78859 (lines), 5797 (globals) >>

Order Entry Questions

Question: Have you created the Referral Questionnaire? If not, follow hyperlink under Order Name

OEOrder.Question 0.007544 (secs), 6919 (lines), 416 (globals) >>

The Answer to Question:

User R:

Password:


Update

OEOrder.SummaryScreen 0.004909 (secs), 3809 (lines), 194 (globals) >>

To check progress of the referral:


To check referral status >> Select patient from ward floorplan >> **EPR**:

Home | Tools | Logout



Handover	Clinical Menu	ATD Menu	Appt Menu	Pt Enq Menu	WB Menu
Death Certification	EPR Menu	Results	Caseload	EPR	Help

Go to **Referrals** tab:

Overview / Progress	Consultation List	Ward Round / Review	Correspondence	Clinical Notes	Significant Information
Discharge Letter / Meds	Search Documentation	Care Planning	Questionnaires	Referrals	Clinical Audit / QI
Observations / Measurements	▼ Consultation List  New				

▼ Referrals

Admin

Select	Order Name	Questionnaire	Order Status	▲ Date Referred	Referring Clinician	Episode Number	Edit
<input type="checkbox"/>	Cardiology Inpatient Review Referral	Referral Questionnaire	Ord	17/04/2025 08:46		I0000002010	
<input type="checkbox"/>	Cardiology Inpatient Advice Referral	Referral Questionnaire	Ord	16/04/2025 15:56		I0000002010	
<input type="checkbox"/>	Major Trauma Referral	Referral Questionnaire	Ord	11/04/2025 15:05		I0000002010	
<input type="checkbox"/>	Cardiac Surgery Inpatient Referral	Referral Questionnaire	Com	28/03/2025 08:33		I0000002010	

The **Order Status** confirms the Referral is placed (Ordered).

The receiving team will review these referrals via a workbench - when the patient has been triaged the **Order Status** will be changed depending on the outcome of the triage. The statuses that will be used are as follows:

Status	Description
Ordered	New / hasn't been triaged
Completed	Complete referral / advice or information is due to be provided
Discontinued	Declined referral
On Hold	In progress / on hold / not completed