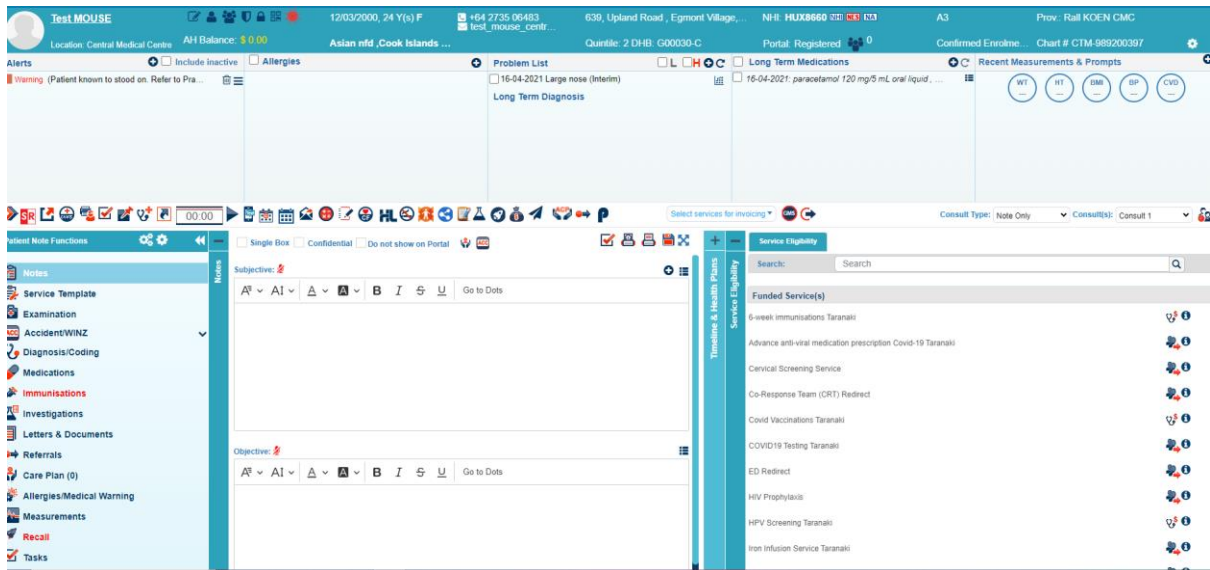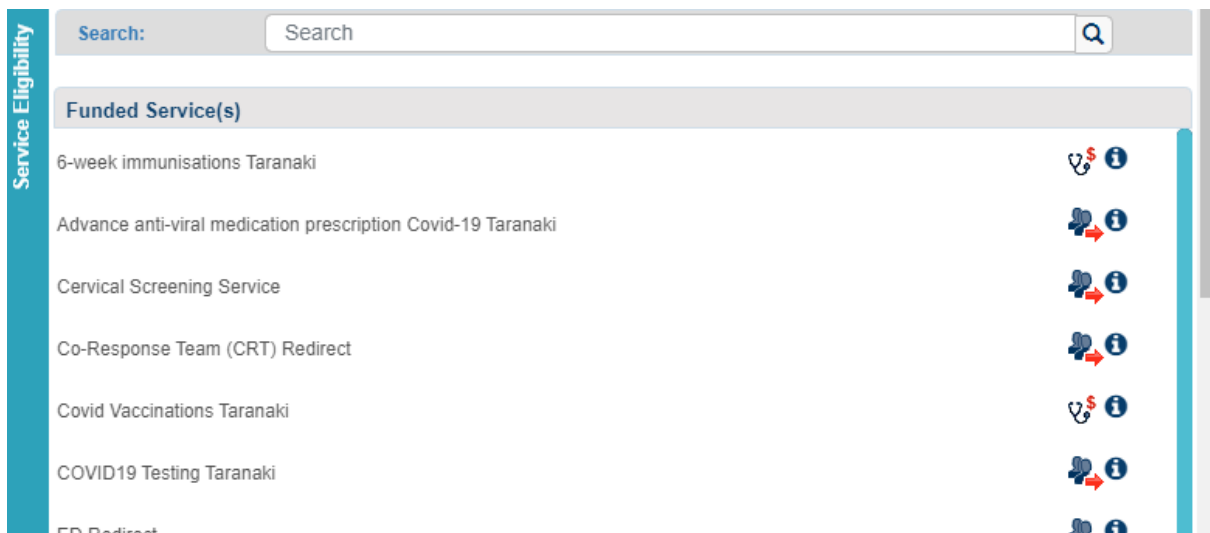**Step one - select 'service eligibility' on right side to open.**
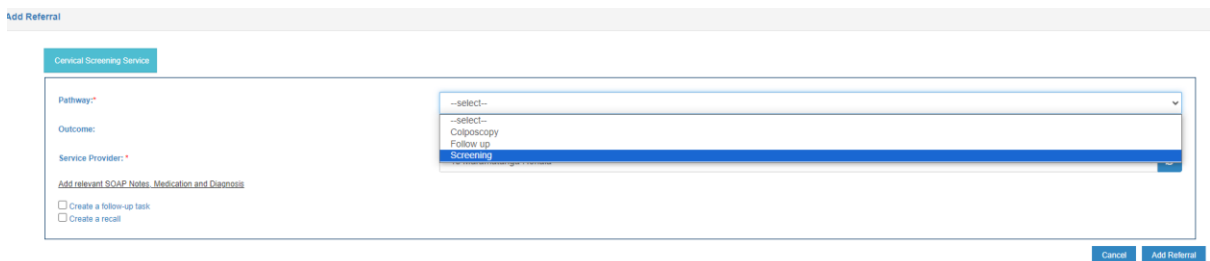

Step two – 'cervical screening service'. Click on the icon with red arrow

All prompts with a red asterisk must be completed.

Step three – for 'pathway' use drop down arrow to select 'screening'.

The screen will update accordingly.

Step four – for 'the patient is ineligibility, but we'd like to process'. use drop down arrow to select appropriate response (the choices are *Select, Yes, No*).

Step five – use drop down arrow to select 'service provider'.

Step six – click next (at bottom right of screen)

For Taranaki GP practices

Step seven – for 'referral source' use drop down arrow to select 'other healthcare'.

Step eight – for 'what practice are you enrolled in?" use drop down arrow to select GP practice.

Step nine – add comments to support the referral.

Step ten – click 'add referral'.

The referral will autolink to the person's clinical record under referrals