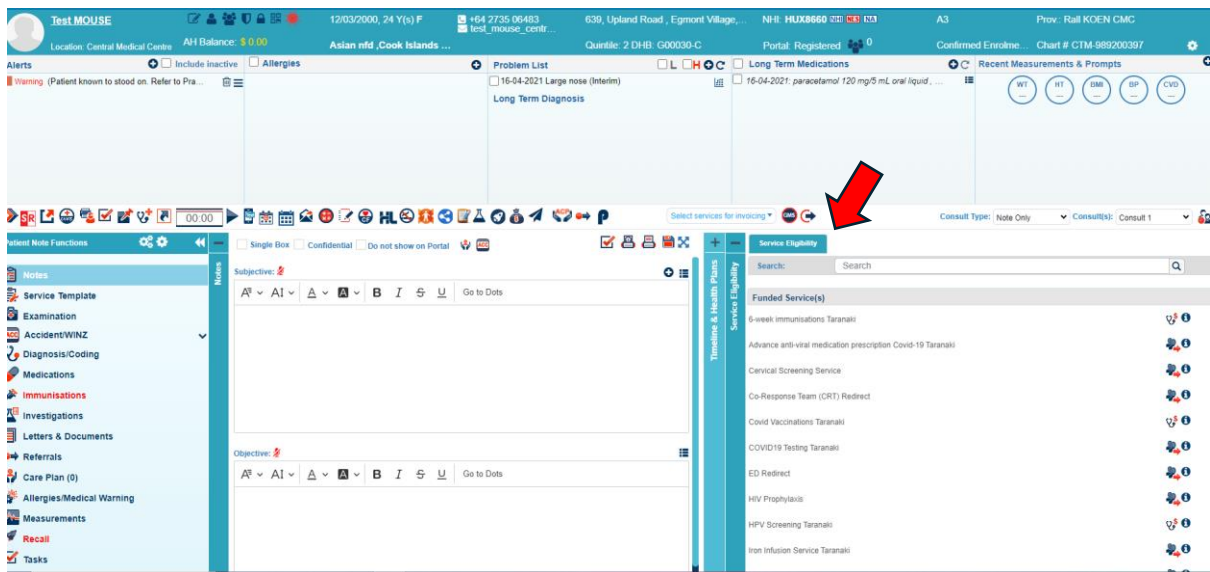
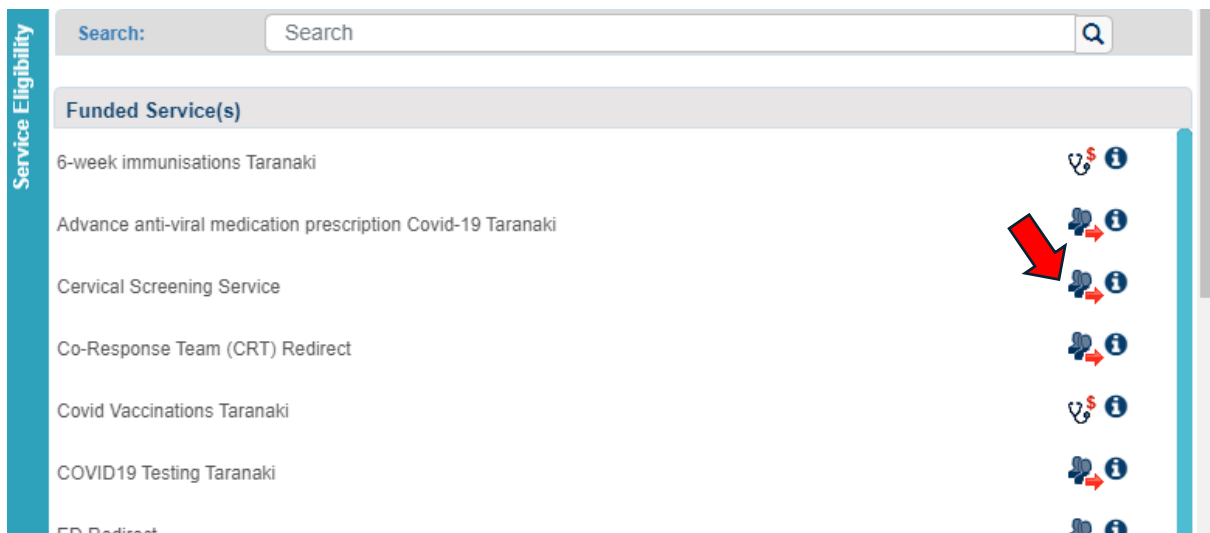


Step one - select 'service eligibility' on right side to open.

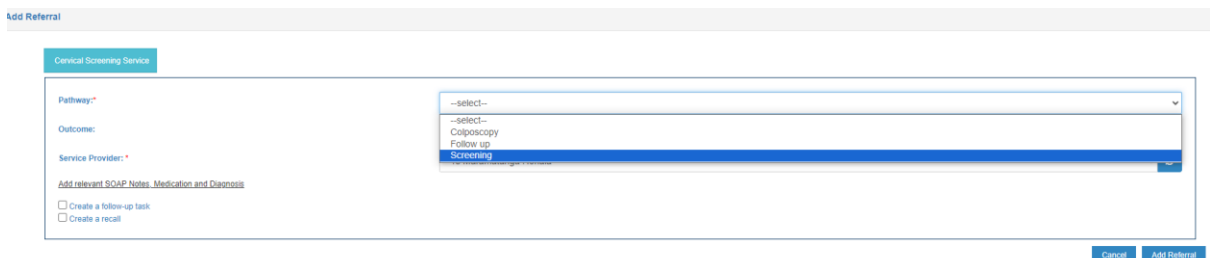


Step two - 'cervical screening service'. Click on the icon with red arrow



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 ineligible, but we’d like to process’. use drop down arrow to select appropriate response (the choices are *Select*, *Yes*, *No*).

The screenshot shows the 'Add Referral' window with the 'Cervical Screening Template' selected. The 'Pathway' is set to 'Screening' and the 'Service' is 'Cervical Screening Service'. The dropdown for 'The patient is ineligible, but we'd like to process' is open, showing the options 'Select', 'Yes', and 'No'. The 'Outcome' field is empty, and the 'Service Provider' field is also empty. At the bottom right, there are 'Cancel' and 'Next' buttons.

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

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

The screenshot shows the 'Add Referral' window with the 'Service Provider' dropdown menu open, showing the options 'Yes' and 'Completed'. The 'Status' field is set to 'Completed'. The 'Outcome' field is empty. At the bottom right, there are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

For Taranaki GP practices

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

The screenshot shows the 'Add Referral' window with the 'Referral Source' dropdown menu open. The dropdown list includes various healthcare providers, with 'Other Healthcare' highlighted. The 'Referral Source' field is empty. At the bottom right, there is a 'Referral' button.

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