

How to make a referral directly on eRS
when cannot do it through Emis Web
eg for temporary residents OR if you
do not have the NHS Number OR
patient not fully registered

- If a patient is not fully registered with your practice (eg in transition to joining your practice or are a temporary resident) a referral can still be made but not directly through Emis Web

- If you have established that it is not possible to refer directly from your clinical system it is **still** possible to refer through eRS but this requires going to directly to the eRS system
- You will need to complete the referral letter or proforma first within your system and store a copy of this on your desktop in an easily accessible folder
- You will also need EITHER the patients NHS number OR enough information such as date of birth, name and old address

emis

EMIS Web Health Care S

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals

Add Edit Consultation Delete Consultation Add Sharing Trend My Consultations Show Time View Deleted Filters Search View Print CR Config Search Add/Edit View Filter Print Config Knowled...

Mail Inbox - 5 (2) SCR - 3 Test Requests - 180 Referrals - 23 (2) GP2GP - 197 (197) Medicine Management - 187 (187) Registration - 586 (2) Lab Reports - 145 (52) Tasks - 155 (6)

Active **XXTESTPATIENTRBVF, Glenda (Mrs)** Born 21-Jun-1956 (60y) Gender Female NHS No. 999 026 2225 Usual GP **CHAPMAN, D E (Dr)** PDS

Date Navigator

- 2016 (6)
 - Jun (1)
 - 7th: [DEC] GP Surger
 - Apr (1)
 - 13th: [DEC] External
 - Mar (4)
 - 16th: [DEC] External
 - 16th: [DEC] External
 - 16th: [DEC] External
 - 3rd: [DEC] GP Surger

View -> My Record (No shared data.)

Date	Consultation Text	GP
07-Jun-2016	GP Surgery (HOLLOW WAY MEDICAL CENTRE)	CHAPMAN, D E (Dr)
	Test Request: Radiography - Unknown specimen	
13-Apr-2016		CHAPMAN, D E (Dr)
16-Mar-2016	Lab Results	CHAPMAN, D E (Dr)
16-Mar-2016	Lab Results	CHAPMAN, D E (Dr)
16-Mar-2016	Lab Results	CHAPMAN, D E (Dr)
16-Mar-2016	Lab Results	CHAPMAN, D E (Dr)
03-Mar-2016	Test Request	CHAPMAN, D E (Dr)

Select patient. If the PDS box is Red it is possible that you cannot make the referral directly through Emis. You can double click the red box and see if you can resolve any anomalies. If it is a temporary resident you will not be able to resolve.

XXTESTPATIENTRBVF, Glenda Needs invite for NHS health check

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

14:39 06/12/2016

The screenshot displays the EMIS Web Health Care System interface. At the top, there are navigation tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. Below these are various tool icons for editing consultations, viewing trends, filters, search, and printing. A status bar shows counts for Mail Inbox, SCR, Test Requests, Referrals, GP2GP, Medicine Management, Registration, Lab Reports, and Tasks.

The main patient record for **Glenda (Mrs)** is shown, including her birth date (21-Jun-1956), gender (Female), NHS number (999 026 2225), and usual GP (CHAPMAN, D E (Dr)). The record is divided into sections: Usual Address (Household), Contact Information, Practice Information, and Warnings (None). The Usual Address section includes details like 'C/O Npfit Test Data Mgr' and 'Princes Exchange'. The Practice Information section shows 'Patient Type Dummy' and 'Usual GP CHAPMAN, D E (Dr)'. A red 'PDS' indicator is visible in the top right corner of the patient bar.

Below the patient details is a table of lab results and other events:

Date	Event	Description	Action	GP
16-Mar-2016	Lab Results	DEXA - Dual energy X-ray photon absorptiometry (DEC3611) - Normal - no action	Externally Entered	CHAPMAN, D E (Dr)
16-Mar-2016	Lab Results	DEXA - Dual energy X-ray photon absorptiometry (DEC3611) - Normal - no action	Externally Entered	CHAPMAN, D E (Dr)
03-Mar-2016	Lab Results	Standard chest X-ray (13-Mar-2016) (DEC3611) - Normal - no action		CHAPMAN, D E (Dr)
03-Mar-2016	GP Surgery	GP Surgery (HOLLOW WAY MEDICAL CENTRE)		CHAPMAN, D E (Dr)

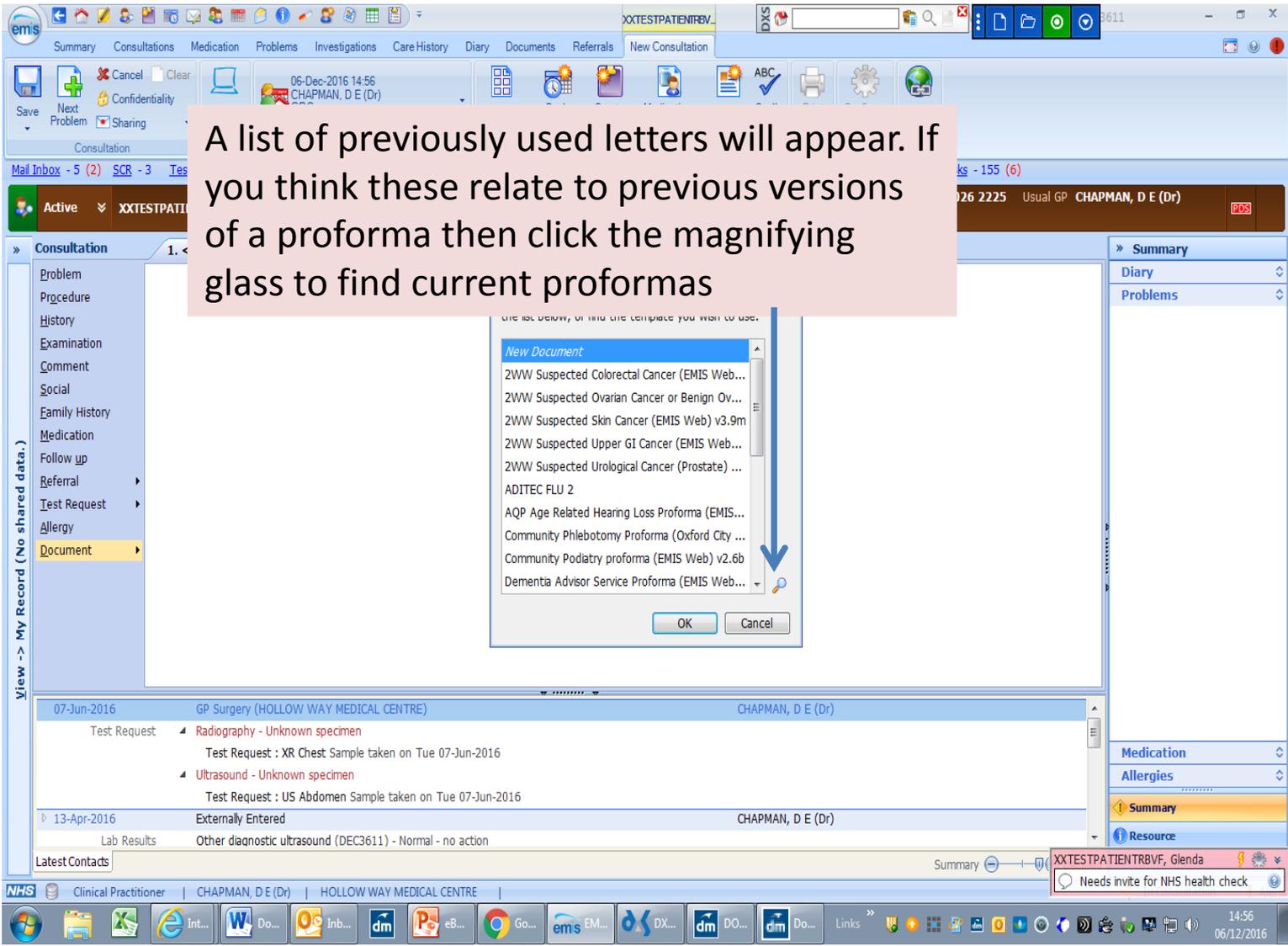
A text box with a pink background and black text is overlaid on the screen, stating: "If you double click the patient bar you can edit the patient details and may be able to resolve any issues so that the red PDS turns blue". Two blue arrows point from this text box to the patient bar and the 'Edit patient details' button.

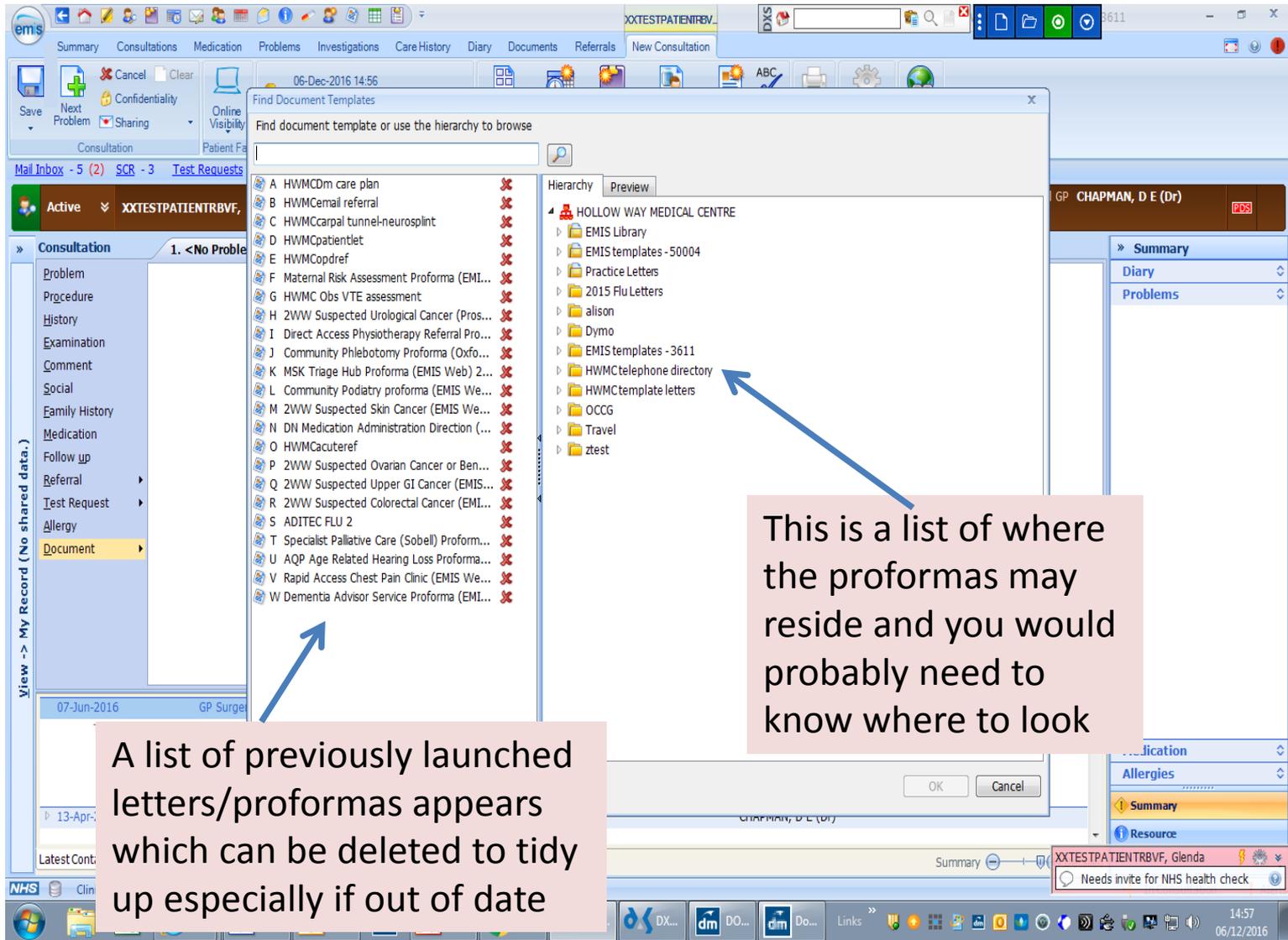
The bottom of the screen shows the NHS logo, the user's role (Clinical Practitioner), the name of the user (CHAPMAN, D E (Dr)), and the location (HOLLOW WAY MEDICAL CENTRE). The taskbar at the very bottom shows various application icons and the system clock (14:40 on 06/12/2016).

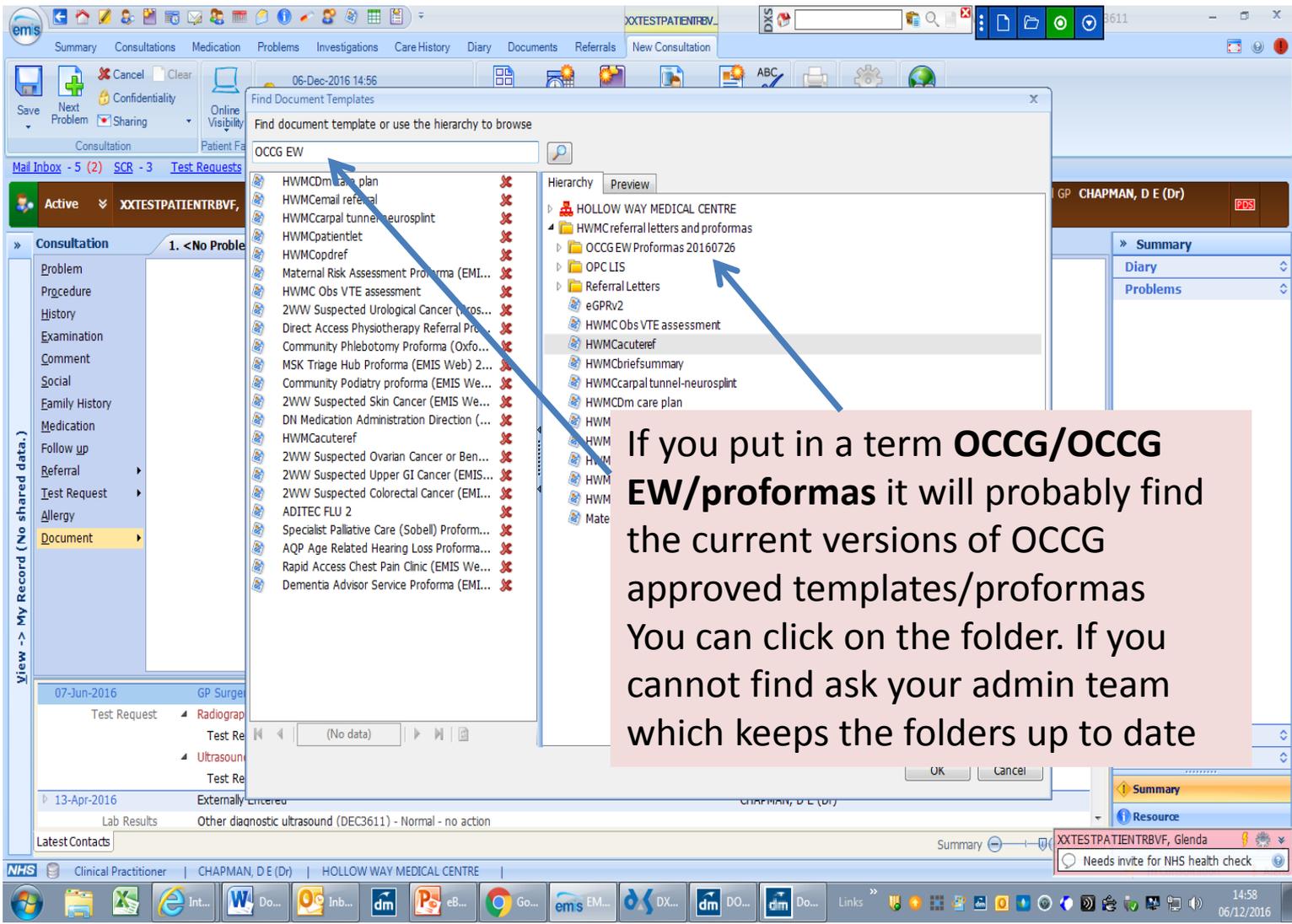
Making referral document you will want to attach

- Once you are certain you cannot make a direct eRS referral through emis Web you still need to complete the 2ww or other proforma or referral letter but will need to save it on your desktop so it can be accessed easily by the eRS module when you need to attach it

The screenshot displays the NHS EMIS software interface. At the top, the navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, Referrals, and New Consultation. The patient's name, 'XXTESTPATIENTRBVF, Glenda (Mrs)', is visible in the header. A pink callout box with the text 'Launch a consultation for patient and select Document and Create Letter' has an arrow pointing to the 'Document' menu item in the left-hand navigation pane. The 'Document' menu is open, showing options: 'Create Letter', 'Attach Document', and 'Attach Existing Document'. The main area shows a consultation record for '07-Jun-2016' with 'GP Surgery (HOLLOW WAY MEDICAL CENTRE)' and 'CHAPMAN, D E (Dr)'. Below this, there are entries for 'Test Request' including 'Radiography - Unknown specimen' and 'Ultrasound - Unknown specimen'. The bottom of the screen shows the NHS logo, the user's name 'CHAPMAN, D E (Dr)', and the location 'HOLLOW WAY MEDICAL CENTRE'. The taskbar at the very bottom contains various application icons and the system clock showing '14:56 06/12/2016'.







Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals New Consultation

06-Dec-2016 14:56

Find Document Templates

Find document template or use the hierarchy to browse

OCCG EW

- HWMCDm care plan
- HWMCemail referral
- HWMCcaryl tunnel-neurosplint
- HWMCpatientlet
- HWMCopdref
- Maternal Risk Assessment Proforma (EMIS Web) v4.3m
- HWMC Obs VTE assessment
- 2WW Suspected Urological Cancer (Prostate) (EMIS Web) v4.3m
- Direct Access Physiotherapy Referral Proforma (EMIS Web) v4.7m
- Community Phlebotomy Proforma (Oxford City - EMIS Web) v1.7b
- MSK Triage Hub Proforma (EMIS Web) 20150317 v2.3b
- Community Podiatry proforma (EMIS Web) v2.6b
- 2WW Suspected Skin Cancer (EMIS Web) v4.0m
- DN Medication Administration Direction (EMIS Web) v3.9m
- HWMCacuteref

Hierarchy Preview

- HOLLOW WAY MEDICAL CENTRE
 - OCCG EW Proformas 20160726
 - 2WW Breast Clinic (EMIS Web) v4.4m
 - 2WW Suspected Brain and CNS Cancer (EMIS Web) v4.3m
 - 2WW Suspected Colorectal Cancer (EMIS Web) v4.7m
 - 2WW Suspected Gynaecological Cancer EXCLUDING Ovarian (EMIS Web) v3.9m
 - 2WW Suspected Haematological Cancer (EMIS Web) v3.8m
 - 2WW Suspected Head + Neck Cancer (EMIS Web) 20150314 v1.5b
 - 2WW Suspected Lung Cancer (EMIS Web) v3.9m
 - 2WW Suspected Ovarian Cancer or Benign Ovarian Cyst (EMIS Web) v4.0m
 - 2WW Suspected Sarcoma (EMIS Web) v3.6m
 - 2WW Suspected Skin Cancer (EMIS Web) v3.9m
 - 2WW Suspected Upper GI Cancer (EMIS Web) v4.7m
 - 2WW Suspected Urological Cancer (excluding Prostate) (EMIS Web) v3.9m
 - 2WW Suspected Urological Cancer (Prostate) (EMIS Web) v5.3m
 - Additions Service (Turning Point) Referral (EMIS Web) 20150317 v2.3b
 - Age UK Circles of Support (EMIS Web) v1.0b
 - Anticoagulation Service Referral (EMIS Web) v1.3b
 - AQP Age Related Hearing Loss Proforma (EMIS Web) 20141125 v2.2b
 - Berkshire Clinic - Semen Analysis Request Form (EMIS Web) 20150129 v1.1b
 - CAMHS Referral Proforma (EMIS Web) 20150308 v2.7b
 - Children's Integrated Therapy Service Proforma (EMIS Web) v1.8m
 - Community Dietetic Referral Form (EMIS Web) v1.7b
 - Community Phlebotomy Proforma (Oxford City - EMIS Web) v1.7b
 - Community Podiatry proforma (EMIS Web) v2.6b
 - Community Stroke Review Proforma (EMIS Web) 20140715 v1.3b
 - Dementia Advisor Service Proforma (EMIS Web) v2.0
 - Direct Access Physiotherapy Referral Proforma (EMIS Web) v4.9

OK Cancel

Active XXTESTPATIENTRBVF

Consultation 1. <No Problem>

Problem

Procedure

History

Examination

Comment

Social

Family History

Medication

Follow up

07-Jun-2016 GP Surgeon

Test Request Radiography

Test Request Ultrasound

13-Apr-2016 Externally referred

Lab Results Other diagnostic ultrasound (DEC3611) - Normal - no action

Latest Contacts

GP CHAPMAN, D E (Dr)

Summary

Diary

Problems

Medication

Allergies

Summary

Resource

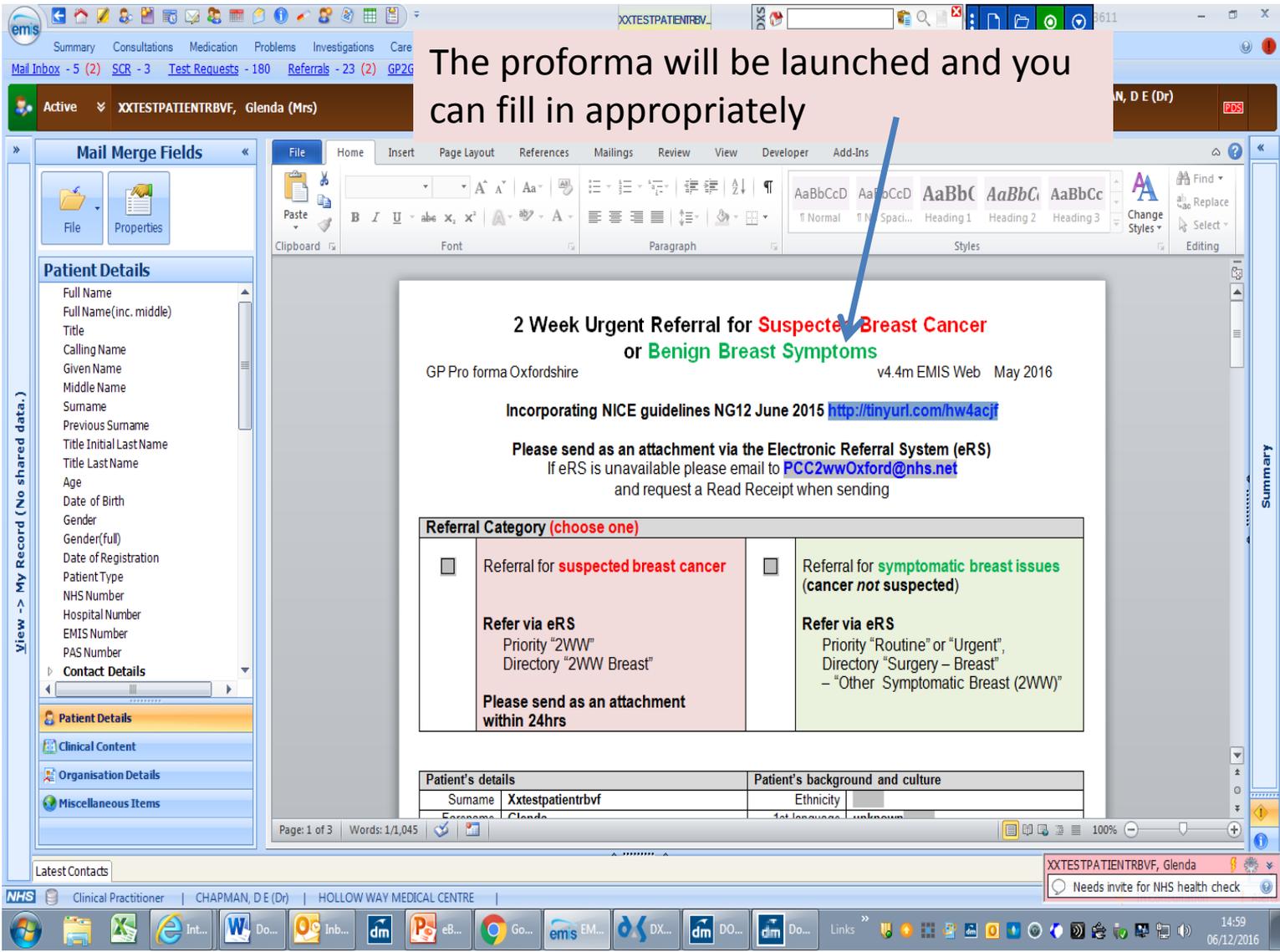
XXTESTPATIENTRBVF, Glenda

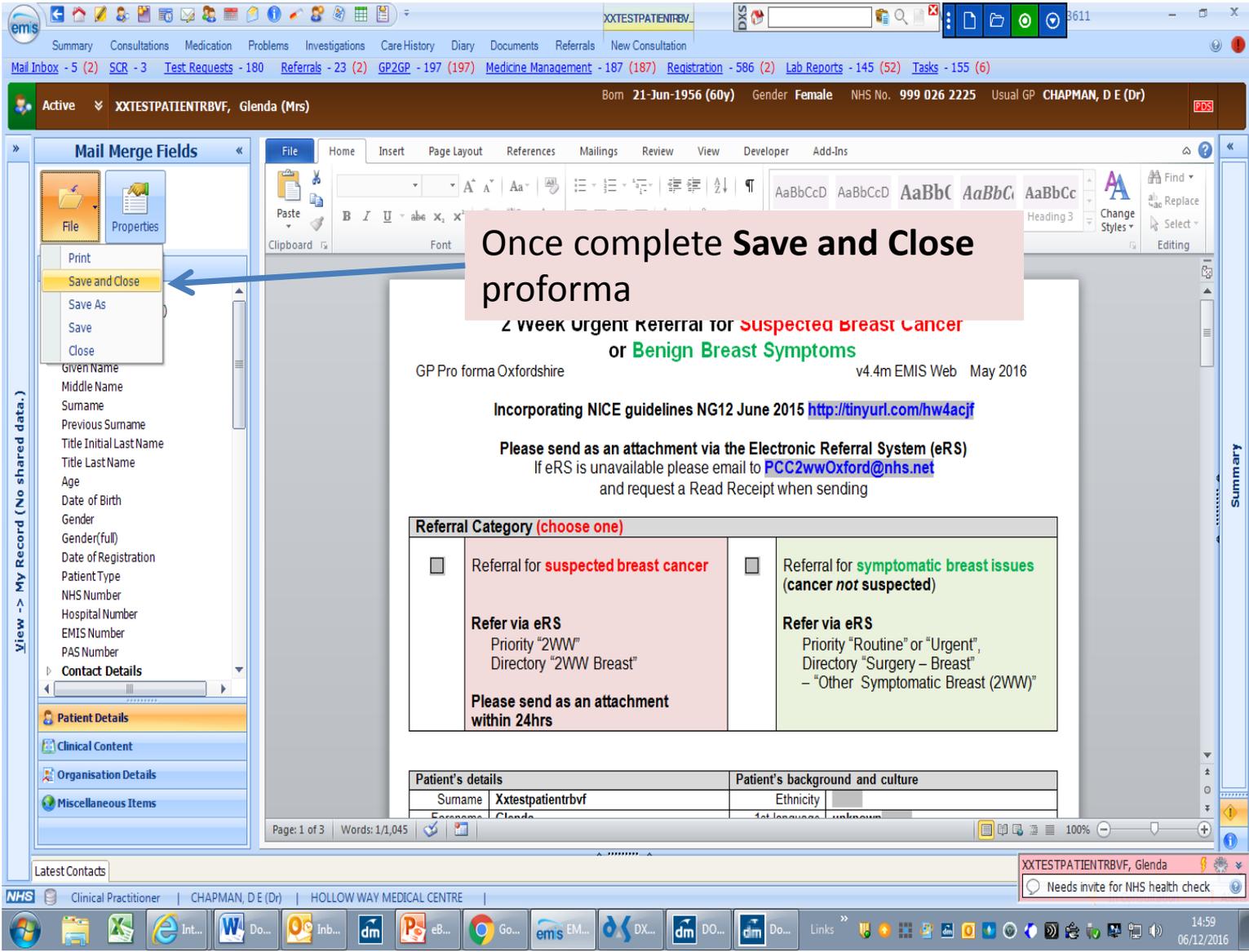
Needs invite for NHS health check

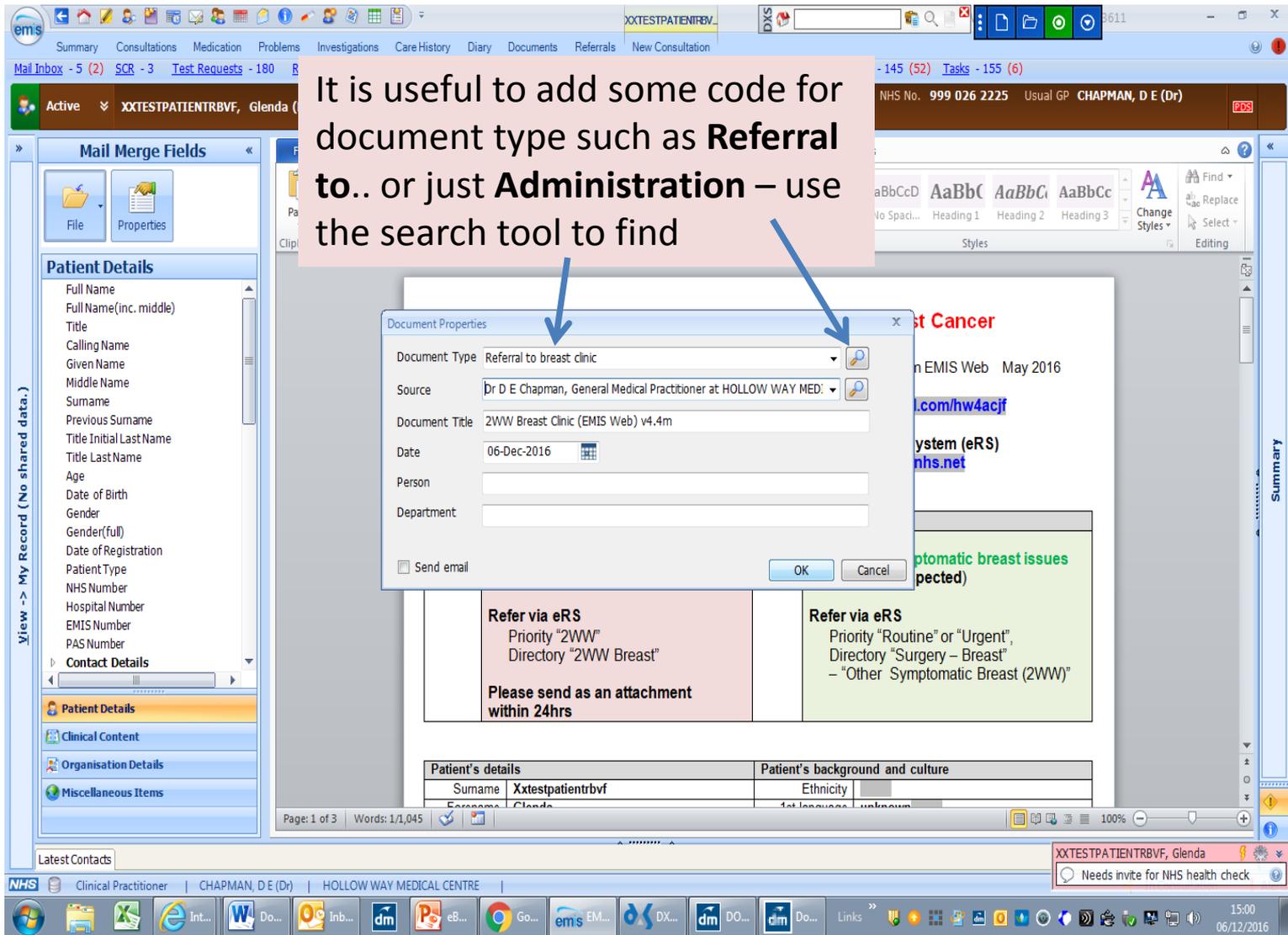
NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

14:58 06/12/2016

This is a list of the current OCCG approved proformas. Click on the one you want







- This document could also be a letter or any other type of document you usually use for referring
- NOW you also need to save/export a copy of the document/letter/proforma to an easily accessible area on your desktop (either directly or in a useful folder which you can use for working documents)

The screenshot displays the EMIS Web Health Care interface. At the top, the navigation bar includes tabs for Summary, Consultations, Medication, Problems, Investigations, Care History, Diary, Documents, and Referrals. The 'Documents' tab is highlighted, and a blue arrow points to it from a text box that reads: "The saved document can be found under the Documents tab".

The main content area shows a patient record for "XXTESTPATIENTRBVF, Glenda (Mrs)". A table lists documents, with one entry dated "06-Dec-2016" titled "Referral to breast clinic". A context menu is open over this document, listing actions such as Edit, Delete, Confidentiality, View Document, Send Document, Export Document, Audit Trail, Knowledge, and View Original Document. A blue arrow points from a text box to the "Export Document" option, which reads: "If you right click over the document you can Edit it or perform other actions including Export Document".

On the right side, a "Detailed View" panel shows document metadata: Source (Dr D E Chapman, General Medical Practitioner at...), Date (06-Dec-2016), Type (Referral to breast clinic), Format (Rich Text Format), Filename (Referral to breast clinic XXTESTPATIENTRBVF, G...), Size (358.0 kb), and Pages (1). Below this, sections for "Linked Problems" and "Linked Referrals" both show "No Linked Problems" and "No Linked Referrals" respectively.

The bottom of the interface shows the NHS logo, user information (Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE), and a taskbar with various application icons and a system tray showing the time as 15:06 on 06/12/2016.

EMIS Web Health Care 9

Summary Consultations Medication Problems Investigations Care History Diary Documents Referrals

Add Edit Delete Add/Edit List Attachments View Explore Attachments View Full Screen View Filters Search View Filter View/Print Print Export Config

Mail Inbox - 5 (2) SCR - 3 Test Requests - 180 Referrals - 23 (2) GP2GP - 182 (182) Medicine Management - 195 (195) Rx

Active XXTESTPATIENTRBVF, Glenda (Mrs) Born 21-Jun-

Date	Document Type	Document Title
06-Dec-2016	Referral to breast clinic	2WW Breast Clinic (EMIS Web) v4.4m
06-Dec-2016	Referral to breast clinic	2WW Breast Clinic (E

Format Rich Text Format
Filename Referral to breast clinic XXTESTPATIENTRBVF, G...
Size 358.0 kb Pages 1
Person
Department
Comments

Linked Problems [Edit Links](#) ⚙
No Linked Problems

Linked Referrals [Edit Links](#) ⚙
No Linked Referrals

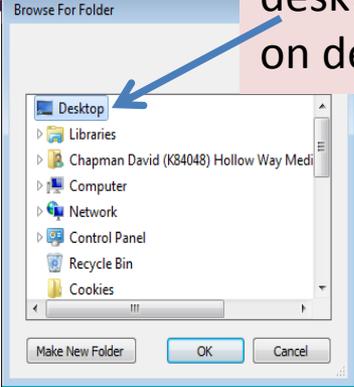
XXTESTPATIENTRBVF, Glenda
Needs invite for NHS health check

View -> My Record (No shared data.)

NHS Clinical Practitioner | CHAPMAN, D E (Dr) | HOLLOW WAY MEDICAL CENTRE

15:10 06/12/2016

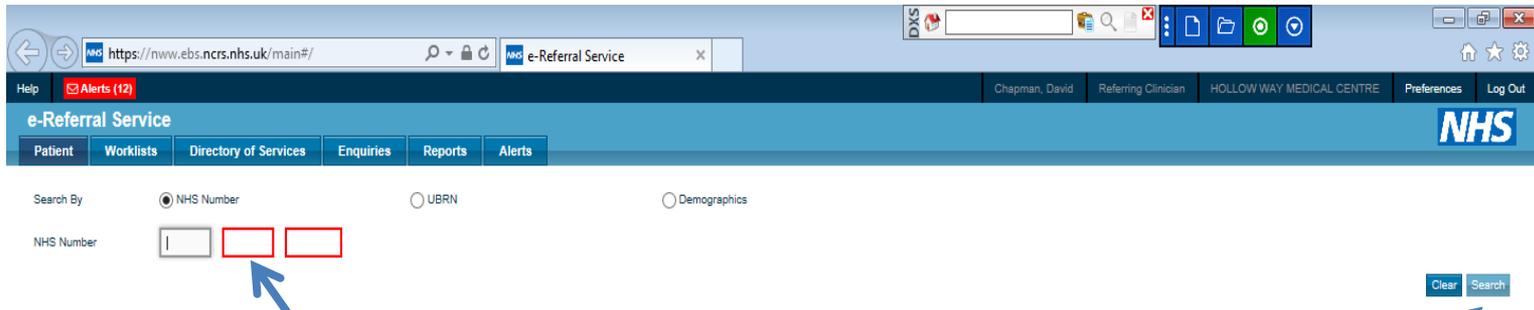
If you are going to refer via eRS outside of emis Web for this patient, you will need to save a copy of the referral on your desktop. Select **Export** and save on desktop (or other folder)



- Now you will need to launch the eRS service externally. This can either be done through emis Web as shown below or directly using an appropriate web browser on an **N3** connection
- The web site is <https://nww.ebs.ncrs.nhs.uk/> and if you are using your smart card you should get directly into eRS

The screenshot displays the emis Web Health Care System interface. On the left, a navigation pane includes 'External Links' at the bottom. A dropdown menu for 'External Links Modules' is open, showing options like 'Mentor Online', 'Patient UK', and 'NHS e-Referral Service'. The 'NHS e-Referral Service' option is highlighted. A text box with arrows points to the 'emis' icon in the top-left corner, the 'External Links' menu item, and the 'NHS e-Referral Service' option. The main area shows a patient record for 'CHAPMAN, D E (Dr)' with various medical notes and lab results. At the bottom, a taskbar shows the system tray with the date '03/12/2016' and time '13:17'.

To launch the eRS website through emis Web
Click on the emis icon
Select External Links and select NHS e-Referral Service



This will launch the external eRS module.

In **eRS** module type in **NHS number** if you have it and **Search**

If you **do not have the NHS number** you can still use **Demographics** to find



https://nww.ebs.ncrs.nhs.uk/main

GPteamnet Case Notes Dropbox EMIS Web (SDSv6) EMIS Web FeverPain FRAX - WHO Fracture Risk... NAFLD fibrosis score calc... Outlook Web App Professional Resources Web Slice Gallery

Help Alerts (0) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service NHS

Patient Worklists Directory of Services Enquiries Reports Alerts

Search By NHS Number UBRN Demographics

*Surname *Forename *Gender *Date of Birth / /

Additional Filter Options

Clear Search

If you only have demographic data
select **Demographics**

Release Info

2ww e-Referr... dm Inbox - ... W Referral ... P PowerPoint X Excel a. accuRx ems EMIS W... dm DOCMA... dm Docume... Links 10:41 30/04/2018

Search By NHS Number UBRN Demographics

*Surname *Forename *Gender *Date of Birth / /

Additional Filter Options

Clear Search

Insert demographic data and press **Search**

Release Info

2ww e-Refer... a. accuRx ems EMIS... dm DOCM... dm Docum... Links 10:46 30/04/2018

Search By: NHS Number UBRN Demographics

NHS Number:

Clear Search

Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr) Contact Information: None Address: C/O Npft Test Data Mgr, Princes Exchange
NHS Number: 999 028 2225 Princes Square
Date of Birth: 21/06/1956 Leeds
Age: 60 years West Yorkshire
Gender: Male LS1 4HY

Update Person Refer/Advise

Patient Activity List - Displaying patient activity with

Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:42

Refresh List View Archive

UBRN	Requested Date/Time	Age
No Results Found.		

The patient should appear
You can **Update Person** details which is important including **contact numbers** and **address**

https://www.ebs.ncrs.nhs.uk/main

GPteamnet Case Notes Dropbox EMIS Web (SDSv6) EMIS Web FeverPain FRAX - WHO Fracture Risk... NAFLD fibrosis score calc... Outlook Web App Professional Resources Web Slice Gallery

Help Alerts (0) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service

Patient: XXTESTPATIENTRBVF, Granville Do not use (Mr) Gender: Male Date of birth: 21/06/1956 Age: 61 years NHS: 999 026 2225

Update Person

▼ Patient Information

NHS Number 999 026 2225

*Surname Xtestpatientrbvf Forename Granville Middle Names Do Not Use

Title Mr *Gender Male *Date of Birth 21 / 06 / 1956

▼ Usual Address

House Name C/O Npfit Test Data Mgr House Number and Street Princes Exchange Locality Princes Square

*Post Town Leeds County West Yorkshire *Postcode LS1 4HY

▼ Contact Method

Type Use Value

▼ Patient Password

Current Password squirrel progress

▼ Preferences

Preferred Language English Preferred Contact Method Preferred Written Communication Format

*Call Centre Call Back Consent Consent Unknown

Update details as appropriate and press **Save**



Cancel Save

e-Referral Service **NHS**

[Patient](#)
[Worklists](#)
[Directory of Services](#)
[Enquiries](#)
[Reports](#)
[Alerts](#)

Search By NHS Number UBRN Demographics

*Surname:
 *Forename:
 *Gender:
 *Date of Birth: / /

Additional Filter Options

[Clear](#) [Search](#)

Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr) Contact Information: None Address: C/O Npft Test Data Mgr, Princes Exchange
 NHS Number: 999 028 2225
 Date of Birth: 21/06/1956
 Age: 61 years
 Gender: Male

[Update Person](#)
[Refer/Advice](#)

When details updated press Refer/Advice 

Patient Activity
 Show All Non-Archived
 Last Refresh: 30-Apr-2018 10:48
[Refresh List](#)
[Print List](#)
[View Archive](#)

UBRN	Requested Date/Time	Appointment	Referred By	Category	Referral Type	Clinical Information Last Updated	Clinical Context
0002 8569 2862	06-Dec-2016 14:51	-	CHAPMAN, David	Cancelled	Referral	06-Dec-2016 15:13	2WW/2WW Breast

https://nww.ebs.ncrs.nhs.uk/main#/ e-Referral Service

Help Alerts (12) e-Referral Service Patient Worklists Directory of Services Enquiries

Search By NHS Number 999 028 2225

Name: XXTESTPATIENTBVF, Granville Do Not Use (Mr) Contact Information: None Address: O/D Night Test Data Mgr, Princes Exchange, Princes Square, Leeds, West Yorkshire, LS1 4HY

NHS Number: 999 028 2225 Date of Birth: 21/06/1956 Age: 60 years Gender: Male

Update Person Refer/Advise

Clinical Information Check

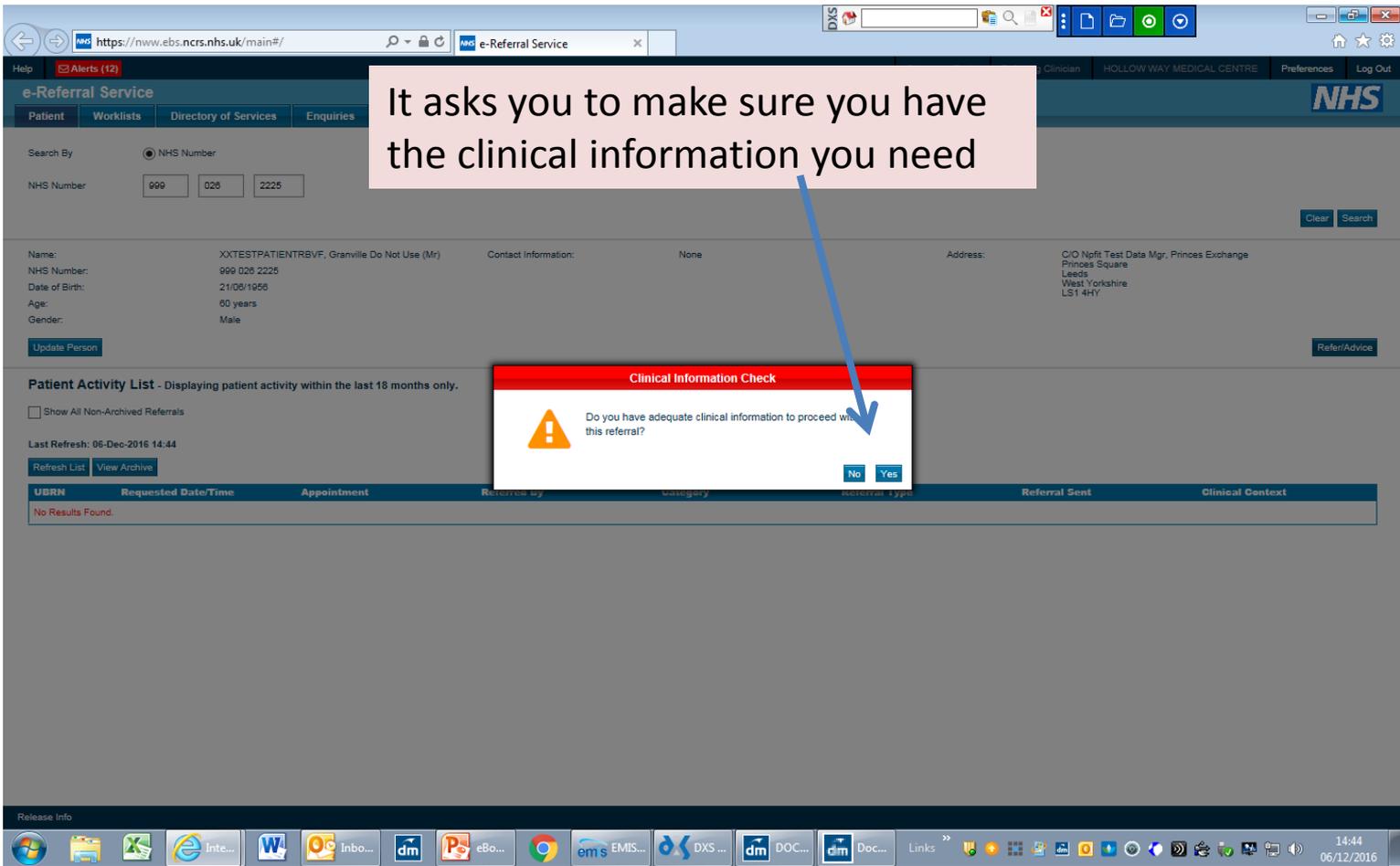
Do you have adequate clinical information to proceed with this referral?

No Yes

UBRN Requested Date/Time Appointment Referral Category Referral Type Referral Sent Clinical Context

No Results Found.

Release Info 14:44 06/12/2016



https://www.ebs.ncrs.nhs.uk/main#/ e-Referral Service

Help Alerts (12) e-Referral Service Patient: references Log Out NHS

Service Search Criteria

Search By

*Request Type
Appointment

*Priority
-- Select --
Routine
Urgent
2 Week Wait

Enter one or more of the following fields. Entering information in more than one row may reduce the services returned.

*Clinical Term
[Text Field]

*Specialty
[Dropdown]

*Named Clinician
[Text Field]

Clinic Type
[Dropdown]

Refine Your Search With

Distance within [Text Field] miles of [Postcode] [LS1] [4HY]

Indicative Wait Time Less Than [Text Field] Days

Organisation or Site Name [Text Field]

Age and Gender Appropriate Services Only

Additional Options

Sort By [Distance]

Content Sensitive

Referring Information

Initial Referring Clinician/Organisation CHAPMAN, David / HOLLOW WAY MEDICAL CENTRE

Cancel Add Additional Requirements View/Modify Shortlist Search Primary Care Search All

Release Info

14:45 06/12/2016

You are now in the familiar part of the eRS module allowing you to select a service

Select Priority

Service Search Criteria

Search By

*Request Type: Appointment
*Priority: 2 Week Wait

Select Specialty and Clinic Type

Enter one or more of the following fields. Entering information in more than one row may reduce the services returned.

Clinical Term
Specialty: 2WW
Named Clinician

- *Clinic Type
- 2WW Bone
 - 2WW Brain
 - 2WW Breast
 - 2WW Cancer of Unknown Primary
 - 2WW Children and Young People
 - 2WW Gynaecology
 - 2WW Haematology
 - 2WW Head and Neck
 - 2WW Lower GI
 - 2WW Lung
 - 2WW Sarcoma
 - 2WW Skin
 - 2WW Upper GI
 - 2WW Urology

Refine Your Search With

Distance within: miles of
Indicative Wait Time Less Than: Days
Organisation or Site Name
Age and Gender Appropriate Services Only:

Additional Options

Sort By: Distance
Content Sensitive:

Referring Information

Initial Referring Clinician/Organisation: CHAPMAN, David / HOLLOW WAY MEDICAL CENTRE

Service Search Criteria - 0002 8569 2862

Search By

*Request Type: Appointment
*Priority: 2 Week Wait

Enter one or more of the following fields. Entering information in more than one row may reduce the services returned.

Clinical Term: [Text Box]
Specialty: 2WW
Clinic Type: 2WW Breast
Named Clinician: [Text Box]

Refine Your Search With

Distance within: [Text Box] miles of [Postcode]
Indicative Wait Time Less Than: [Text Box] Days
Organisation or Site Name: OXFORD UNIVERSITY HOSPITALS NHS FOUNDATION TI

Additional Options

Sort By: Distance
Content Sensitive: []

Referring Information

Initial Referring Clinician/Organisation: CHAPMAN, David / HOLLOW WAY MEDICAL CENTRE

It is useful and makes life easier to put in the organisation such as **Oxford university Hospital** as clinic choices are usually ordered by distance from patients address and if home address is miles away the local clinics will not be at the top

https://nww.ebs.ncrs.nhs.uk/main# e-Referral Service

Help Alerts (12) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service Patient: XXTESTPATIENTRBVF, Granville Do not use (Mr) Gender: Male Date of birth: 21/08/1958 Age: 60 years NHS: 999 026 2225 NHS

Service Selection - 0002 8569 2862

Service Search Criteria

Group By: None Compare Services

(Results returned: 2)

Select	Miles	Appointment Type	Service Name	Indicative Treatment Wait	Directly Bookable	Referrer Alert	Link to NHS Choices	Location
<input checked="" type="checkbox"/>	120	First outpatient	Suspected Breast Cancer-2ww-Breast Surgery-(Banbury)-Oxford University Hospitals-RTH		No	i	i	HORTON GENERAL HOSPITAL
<input checked="" type="checkbox"/>	142	First outpatient	Suspected Breast Cancer-2ww-Breast Surgery-Oxford University Hospitals-RTH		No	i	i	CHURCHILL HOSPITAL

Cancel Search Criteria Appointment Search Request

Release Info 14:50 06/12/2016

Select both Oxfordshire hospital clinics if 2ww and can either **Request** and print off information for patient or **Appointment Search** to select an appointment

Browser: https://nww.ebs.ncrs.nhs.uk/main#/ e-Referral Service

Help Alerts (12) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service Patient: XXTESTPATIENTRBVF, Granville Do not use (Mr) Gender: Male Date of birth: 21/08/1956 Age: 60 years NHS: 999 026 2225 **NHS**

Appointment Request Summary - 0002 8569 2862

Appointment Request Details

The patient has not yet defined a Consent to Call Back status. If the patient wants to define a status, update it in Update Person.

UBRN Created Date Tue 06-Dec-2016 14:51

UBRN 0002 8569 2862

Specialty 2WW

Clinic Type 2WW Breast

Clinical Term -

Service(s)

Location	Referrer Alert	Service Name	Organisation Type
CHURCHILL HOSPITAL		Suspected Breast Cancer-2ww-Breast Surgery-Oxford University Hospitals-RTH	NHS Trust

Priority 2 Week Wait

Content Sensitive No

If you Request a booking then print off the **Appointment Request Summary with Password** so the patient can complete the referral themselves

Appointment Request Summary
Appointment Request Summary with Password

Print Update Person Add Additional Requirements Add Referral Letter Close

Release Info

Taskbar: Int... Do... Inb... dm eB... Go... ems EM... DX... dm DO... dm Do... Links 14:53 06/12/2016

Browser: https://nww.ebs.ncrs.nhs.uk/main/# e-Referral Service

Alerts (12) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service

[Patient](#)
[Worklists](#)
[Directory of Services](#)
[Enquiries](#)
[Reports](#)
[Alerts](#)

Search By: NHS Number UBRN Demographics

NHS Number:

[Clear](#) [Search](#)

Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr) Contact Information: None Address: C/O Npfit Test Data Mgr, Prinoes Exchange
 NHS Number: 999 026 2225
 Date of Birth: 21/06/1956
 Age: 60 years
 Gender: Male

[Update Person](#) [Refer/Advice](#)

Patient Activity List - Displaying patient activity within the last 18 months only.

Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53

[Refresh List](#) [Print List](#) [View Archive](#)

UBRN	Requested DateTime	Appointment	Referred By	Category	Referral Type	Referral Sent	Clinical Context
0002 8568 2862	06-Dec-2016 14:51	-	CHAPMAN, David	Unbooked	Referral	-	2WW/2WW Breast

The request or appointment has been made but you need to now attach the referral proforma or letter
 Double click on the UBRN number

Release Info

Windows Taskbar: In... Do... Inb... dm eB... Go... ems E... DX... dm D... dm Do... Links 14:53 06/12/2016

Search By: NHS Number UBRN Demographics
NHS Number:
Clear Search

Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr) Contact Information: None Address: CID Npft Test Data Mgr, Princes Exchange, Princes Square, Leeds, West Yorkshire, LS1 4HY
NHS Number: 999 020 2225
Date of Birth: 21/06/1956
Age: 60 years
Gender: Male
Update Person Refer/Advise

Patient Activity List - Displaying patient activity within the last 18 months only.

Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53
Refresh List Print List View Archive

Click on the **Actions** arrow

UBRN	Requested Date/Time	Appointment Referral	Referring Clinician	Referral Type	Referral Status	Referral Category
0002 8569 2862	05-Dec-2016 14:51	-	CHAPMAN, David	Unbooked	Referral	2WW/2WW Breast

- Actions -

Service Suspected Breast Cancer-2ww-Breast Surgery-Oxford University Hospitals-RTH
Speciality 2WW
Clinic Type 2WW Breast
Priority 2 Week Wait

Search By: NHS Number UBRN Demographics

NHS Number:

[Clear](#) [Search](#)

Name: XXTESTPATIENTRBVF, Granville Do Not Use (Mr) Contact Information: None Address: CID Npft Test Data Mgr, Princes Exchange, Princes Square, Leeds, West Yorkshire, LS1 4HY

NHS Number: 999 028 2225 Date of Birth: 21/06/1956 Age: 60 years Gender: Male

[Update Person](#) [Refer/Advise](#)

Patient Activity List - Displaying patient activity within the last 18 months only.

Show All Non-Archived Referrals

Last Refresh: 06-Dec-2016 14:53

[Refresh List](#) [Print List](#) [View Archive](#)

UBRN	Requested Date/Time	Appointment	Referred By	Category	Referral Type	Referral Sent	Clinical Context
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0002 8569 2862	05-Dec-2016 14:51	-	CHAPMAN, David	Unbooked	Referral	-	2WW/2WW Breast
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Priority 2 Week Wait

Cancel -> Breast Surgery-Oxford University Hospitals-RTH

- Actions -
- Add Additional Requirements
- Add Referral Letter
- Cancel Request
- Make Content Sensitive
- Update/Book
- View History
- View Request

Click on Add Referral Letter

Browser address bar: <https://nww.ebs.ncrs.nhs.uk/main#/> e-Referral Service

Alerts (12) Chapman, David Referring Clinician HOLLOW WAY MEDICAL CENTRE Preferences Log Out

e-Referral Service Patient: XXTESTPATIENTRBVF, Granville Do not use (Mr) Gender: Male Date of birth: 21/08/1956 Age: 60 years NHS: 999 026 2225 **NHS**

Clinical Referral Information

Referred By

Name	CHAPMAN, David (Dr)
Organisation Name	HOLLOW WAY MEDICAL CENTRE
Organisation Address	18 IVY CLOSE COWLEY OXFORD OXFORDSHIRE England OX4 2NB
Organisation Phone	01865 777495
Priority	2 Week Wait

Referral Attachments

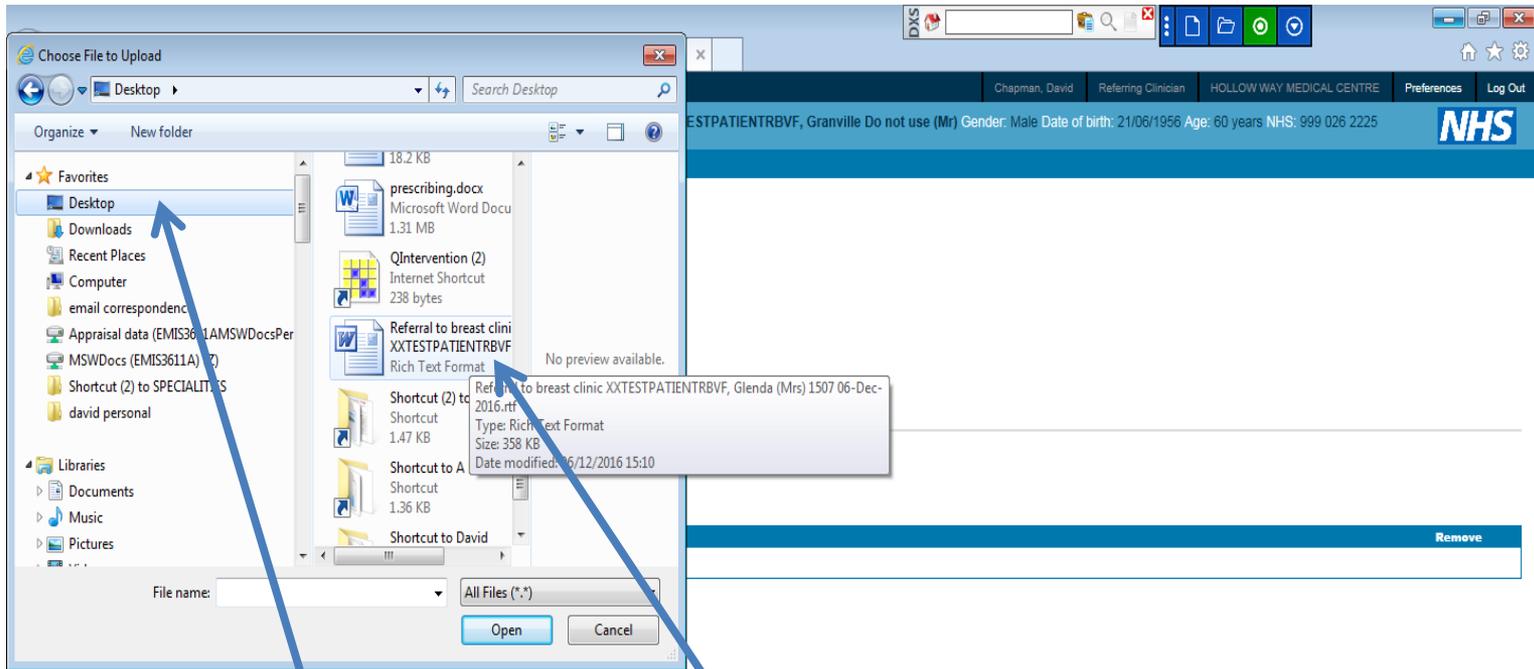
[Add Attachment](#)

File Name	File Description	Remove
None Found		

Click on Add Attachments

Release Info Cancel Submit

Taskbar: Int..., Do..., Inb..., dm, eB..., Go..., ems EM..., DX..., dm DO..., dm Do..., Links, 14:55 06/12/2016



Choose File to upload
Select **Desktop** and find the
file where you have saved the
referral proforma or letter and
chose select



Clinical Referral Information

Referred By

Name: CHAPMAN, David (Dr)
Organisation Name: HOLLOW WAY MEDICAL CENTRE
Organisation Address: 18 IVY CLOSE, COWLEY, OXFORDSHIRE, England, OX4 2NB
Organisation Phone: 01865 777495
Priority: 2 Week Wait

Referral Attachments

Add Attachment

File Name	File Description	Remove
Referral to breast clinic XXTESTPATIENTRBVF Glenda (Mrs) 1507 08-Dec-2016.rtf	Click here to add File Description	Remove

When referral attached press **Submit**

Cancel Submit

- The referral is now made and the letter attached
- The UBRN will not be recorded in the clinical system so it might be worth keeping a note of it and putting in the notes