

# How to use the Standard Patient Referral Template Using CompleteGP



From the New Visit tab select the referral icon (  ). After entering who the referral is to, click the fill form button:

A screenshot of the 'Referral Letter Entry' dialog box. The title bar says 'Referral Letter Entry' with a close button. The main area has a sub-header 'Referral Letter' with an ambulance icon. Below this, there's a 'Reason:' section with a text input field, and buttons for 'ICD-10', 'ICPC-2', 'Local Code', and 'Edit Letter'. A 'Form Fill' button is highlighted in blue. The 'Referrer:' dropdown is set to 'Dr David Smith', with a 'Web Referral' button next to it. The 'Letter Type:' dropdown is empty. The 'Org:' dropdown is 'Mater Private Hospital', 'Dept:' is 'Neurophysiology Department', and 'Person:' is 'Dr Brian C. O'Moore'. There's an 'Email' section with a 'Send by Email' button and an 'Encrypt' checkbox with a note: 'To Encrypt, the recipient must have your security cert installed.' At the bottom, there's a 'Notes:' text area and 'Save' and 'Cancel' buttons.

From the available forms, select the General Referral:

A screenshot of the 'Select Form to Fill' dialog box. It has a list of referral forms with checkboxes: 'BreastReferral', 'General Referral' (which is selected and highlighted in blue), 'ISR Interactive Referral Form', 'LungReferral', 'Medical Assessment Form B', and 'National Pigmented Lesion Referral Form'. At the bottom, there are 'Cancel' and 'OK' buttons.

Adobe Acrobat will load with the template partially filled in:

**National Standard Patient Referral Template**

Referral Details	
Hospital:	Mater Private Hospital
Specialty/Directorate:	Dermatology Department
Preferred Consultant/Healthcare Practitioner:	Sean O'Laughlin
Reason for Referral/Comments:	

**Patient Details**

Mr/Ms/Ms/Ms:	Female
First Name:	Rena
Last Name:	O'Laughlin

Once the form has been filled in, click the Print Icon then click the (close ) Icon in the upper right of the window.



And click “Yes”, to save the file. (DO NOT CLICK THE SAVE ICON).

If the recipient has an email associated with them, the form can also be email directly to the consultant and if the consultant is running CompleteGP the email will automatically be placed into the existing patient record (or a new record will be created) and the Consultant notified.