

How to make an Electronic Referral to North Devon Hospice

To Send an Electronic Referral to North Devon Hospice through SystemOne you **must** have **both** -

- The patients **Consent to Share Out their SystemOne information from you.**
- The patients **Consent for North Devon Hospice to Share In their SystemOne information.**

1. **Open** the record of the patient you wish to refer.
2. **Find** the appropriate template which will be located in the Clinical Tree:
 - ↓ Referral to North Devon Hospice Services
3. **Right click** and select the top option to open the template.
4. **Complete** the information on **both** pages.

5. **Click on:**



The following pre-filled pop-up will appear. The text box is mandatory – type 'new referral' only. Click **OK**.

CLICKING THIS BUTTON IS IMPORTANT AS IT WILL SEND THE REFERRAL TO NORTH DEVON HOSPICE.

6. **Record Sharing:** Depending on the patient’s sharing preferences recorded you may be asked to record some. NOTE: If you don’t have either the patients consent to **Share Out their SystemOne information** from you or **for North Devon Hospice to Share In their SystemOne information** you will still be able to send the electronic referral but North Devon Hospice will not be able to see the completed template so will have to contact you to get this in another format.
7. Click **Ok** on the original template.
8. Click **Save** (this will send an electronic task referral to North Devon Hospice)

Any problems, please contact North Devon Hospice on 01271 344248