How to view Referrals on Patient Record

1. Open a Residents Record

2. Select **'Referrals'** from the toolbar.

Please note: - Everything under the Referrals tab is **read-only** and for information only.

Learning &
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NHS
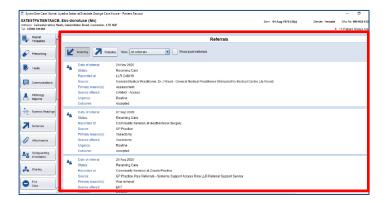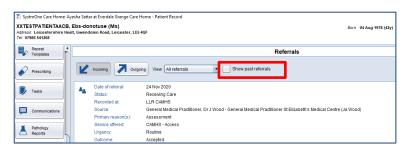Leicestershire Partnership
NHS Trust

3. Change the **'View'** to **'All Referrals'**

4. You will be able to see any active referrals or services that your resident is under the care of.

Please note:- if you tick the box to '**show past referrals'** you will be able to view any services your residents have been discharged from

5. **'Discard'** out of the record

Please note:- if you have added any data to the record or sent a task, always **'Save'** the record.

_____**End of Guide**_____