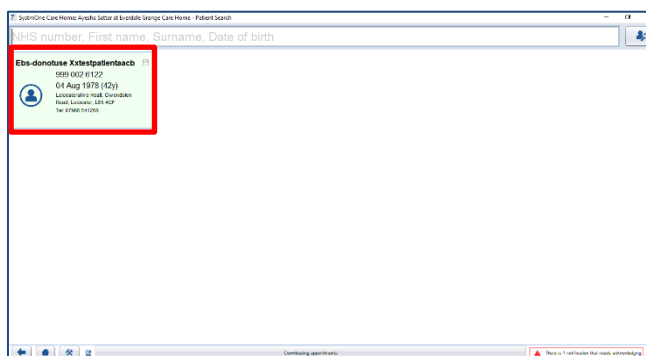


**IMPORTANT:**

- New users **must** have training before using SystmOne.
- Staff **should not use** any other users log in details. (This will result in a breach of confidentiality.)
- You will see the blue bar downloading at the bottom of the screen **please always let this complete.**
- If you have **forgotten your SystmOne username/password** or you have been **locked out of the SystmOne**, Please contact our **Service Desk** team on **0116 295 3500** (select the **option for general assistance**). A member of our team will then call you back to assist you.
- If you are **unable to log in to SystmOne** please check your internet connection. You can also close Mobile working and re-open to try again, if the problem persists, please call our **Service Desk** team.

**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.

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

SystemOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record  
XXTESTPATIENTAACB, Ebs-donotuse (Ms)  
Address: Leicestershire Health, Gwendolen Road, Leicester, LE5 4QF  
Tel: 07986 541268

Repeat Templates  
Prescribing  
Tasks  
Communications  
Pathology Reports

Incoming Outgoing View **All referrals** Show past

Date of referral: 24 Nov 2020  
Status: Receiving Care  
Recorded at: LLR CAMHS  
Source: General Medical Practitioner, Dr J Wood - General Medical Practitioner St Elizabeth's Medical Centre (Ja Wood)  
Primary reason(s): Assessment  
Service offered: CAMHS - Access  
Urgency: Routine

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

SystemOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record  
XXTESTPATIENTAACB, Ebs-donotuse (Ms)  
Address: Leicestershire Health, Gwendolen Road, Leicester, LE5 4QF  
Tel: 07986 541268  
Born: 04 Aug 1978 (42y) Gender: Female

Repeat Templates  
Prescribing  
Tasks  
Communications  
Pathology Reports  
Numeric Readings  
Screenshots  
Albums  
Outgoing Information  
Sharing  
End Care

Incoming Outgoing View **All referrals** Show past referrals

**Referrals**

Date of referral:	24 Nov 2020
Status:	Receiving Care
Recorded at:	LLR CAMHS
Source:	General Medical Practitioner, Dr J Wood - General Medical Practitioner St Elizabeth's Medical Centre (Ja Wood)
Primary reason(s):	Assessment
Service offered:	CAMHS - Access
Urgency:	Routine
Outcome:	Accepted
Date of referral:	07 Sep 2020
Status:	Receiving Care
Recorded at:	Community Services at Healthwatch Surgery
Source:	GP Practice
Primary reason(s):	Vascular
Service offered:	Vascular
Urgency:	Routine
Outcome:	Accepted
Date of referral:	25 Aug 2020
Status:	Receiving Care
Recorded at:	Community Services at County Practice
Source:	GP Practice, RAS Referrals - Systems Support Access Role LLR Referral Support Service
Primary reason(s):	Woundcare
Service offered:	EXT

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

SystemOne Care Home: Ayesha Sattar at Everdale Grange Care Home - Patient Record  
XXTESTPATIENTAACB, Ebs-donotuse (Ms)  
Address: Leicestershire Health, Gwendolen Road, Leicester, LE5 4QF  
Tel: 07986 541268  
Born: 04 Aug 1978 (42y)

Repeat Templates  
Prescribing  
Tasks  
Communications  
Pathology Reports

Incoming Outgoing View **All referrals** ☒ Show past referrals

**Referrals**

Date of referral: 24 Nov 2020  
Status: Receiving Care  
Recorded at: LLR CAMHS  
Source: General Medical Practitioner, Dr J Wood - General Medical Practitioner St Elizabeth's Medical Centre (Ja Wood)  
Primary reason(s): Assessment  
Service offered: CAMHS - Access  
Urgency: Routine  
Outcome: Accepted

5. 'Discard' out of the record

SystemOne Care Home:  
XXTESTPATIENTAACB  
Address: Leicestershire Health  
Tel: 07986 541268

Save  
Discard

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

End of Guide