

#### How to complete EPR BLOSM referral

#### 1. Open the patients record

ZZZTEST, MRS EPR SOP - 312110	4 Opened by Blake , Darren							_	o x	(
Task Edit View Patient F	Record Links Notifications	Navi	gation Help							
ED Launchpoint Emergency De	epartment 🔢 ED Dashboard 🚮	Home	📲 Quick Orders (Edit) 🖃 N	lessage Centre   🐇 Pat	ient List 🔉 Multi-Patient T	ask List 🚦 Collection Ru	ns 🤎 ECG 🌇 AutoText Sł	haring _		
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ZZZTEST, MRS EPR SOP	×						← List → 🛅 Recen	t - MRN	Q,	-
ZZZTEST, MRS EPR SOP ** No Known Allergies **	Expected Date of Dischar Isolation:	rge:	Age: 68 years DOB: 05/Jun/54 Resus: For CPR	NHS: MRN: Gende	3121104 r:Male	Loc: ED HRI; M; 0 Emergency [05/Ju Consultant: Locke	1 Your e 1/2022 12:56:18 <no -<br="">2y , Andrew Steven</no>	pr: No Discharge dat	e>] Fin#:47	2
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Allergies + Ar	Triage Documentation	^								
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Tasks	ED/Hospital									
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Clinical Notes + A	Allergies					L: R:	Scale			
Documentation + A	Home Medications									
Appointments	Histories	~	General Information		Alerts & Score		Pre-Clinical Staff Treatr	ments		~
< > >	Order Profile									
							C0540 040051 0		2022 44.244	

## 2. Left click on "Communicate" on the tool bar



BLSSM





3. This screen will open, next click on the binocular icon or if you have already done a referral to BLOSM in the "To" field type "Referral BLOSM - CHFT" and skip to .....

🚳 New Message	—		×
<u>T</u> ask <u>E</u> dit			
📍 High 🐧 Notify 📓 Message Journal 🧏 Portal Options	ť	Launch	Orders
Patient: ZZZTEST, MRS EPR SOP 🛱 Caller: ZZZTEST, MRS EPR SOP Caller No.:			
То:	尚		eme
CC: 🔀 Clinical Staff: Blake , Darren X	ole fu	er replies	
Subject: General Save to Record As: Phone Message/	Call		~
Attachments			
Browse Documents Other Attachments			

## 4. This window opens select "Pool"

Address Book		
Internal X		
Type a name or select fro	om list:	SI
Staff     Pool	O Distribution List	(
Right click to add/remov	ve a name in the personal address book	Si
Name	Position	







5. Search for "Referral BLOSM", and this will populate the list box

iternal >	٢			
Type a nar	me or select fi	om list:		
referral bl	osm chft			
◯ Staff	Pool	O Distribution List		
Right click	to add/remo	ve a name in the perso	nal address book	
Name				
Referral B	BLOSM - CHF	т		

6. Double left click on the "Referral BLOSM – CHFT", this will the populate the "Send to" box

Address Book	- 0	×
Internal X		
Type a name or select from list:	Show names from	
referral blosm	Global Address Book	$\sim$
◯ Staff		
Right click to add/remove a name in the personal address book	Send to	
Name	Name	
Referral BLOSM - CHFT	Referral BLOSM - CHFT	
	Add	
	Remove	









# 7. Click "OK" to confirm the choice

ame		Name	
eferral ACU Pool - CHFT		Name	
eferral Cardiology Pool - CHFT		Referral BLOSM - CHFT	
eferral Elderly Medicine Pool - CHFT			
eferral Gastroenterology Pool - CHFT			
eferral Geriatric Med Falls Pool - CHFT			
eferral Neurol Epilepy Pool - CHFT			
eferral Renal Pool - CHFT	Add		
eferral Stroke Pool - CHFT			
eferral BLOSM - CHFT	Remove		
eferral- CHART Kirklees - CHFT			
More			

 You will then be taken back to this form here please type ".BLOSM" into the text area and hit the enter/return key this will generate the auto text referral form.

New Message	_		×
<u>T</u> ask <u>E</u> dit			
📍 High 🖞 Notify 📓 Message Journal 🛃 Portal Options	12	Launch	Orders
Patient: Caller No.:			
To: Referral BLOSM - CHFT X	<b>۲</b>	Include	e me
CC: CC: CC: Clinical Staff: Blake, Darren X	le furthe	er replies	ŝ
Subject: General Save to Record As: Phone Message/C	Call		$\sim$
Attachments           Browse Documents         Other Attachments			
Message			
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BLOSM			^
BLOSM *			

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9. This will insert the auto text referral with drop down box's. Please complete this and click "Send", this completes the referral.

🕸 New Message			_	
<u>T</u> ask <u>E</u> dit				
📍 High 🐧 Notify 📓 Message Journal 💁 Portal Options			i	🖺 Launch Ord
Patient: Caller:		Caller No.:		
To: Referral BLOSM - CHFT X			ň	Include me
CC: 🛱 Clinical Staff:	Blake , Darren 🗙	💏 🗌 To consum	ner 🔄 Disable fur	ther replies
Subject: General	~	Save to Record As: Pho	one Message/Call	
Attachments Browse Documents Other Attachments				
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Dear BLOSM,				
Ave any immediate safeguarding concerns been fno, why?	addressed?_			
Consent has been gained for referral and BLOSM "You must have gained consent for this service Have you followed the BLOSM pathway on EMBEL Have you checked the patients contact details are f no, why?	engagement? _ <b>v</b> e referral* DS? _ <b>v</b> correct? _ <b>v</b>			
Details for the referral - please provide a short des	cription:			
Have you given out appropriate information on disc	charge? _▼			
Actions				
Phone message call me with results Phone message call the charge nurse with Phone message call the nurse with result	Remind on:	**/**/****		•
Phone message call the ordering physicia Phone message call the patient with resu Phone message call the pharmacy with res			Send	Cancel

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