FASTTRACK REFERRALS IN SYSTM ONE

STEP 1 – DO A REFERRAL LETTER FIRST*

a) Go to 'communication & letters' (not 'referrals') → Select 'new letter'

b) Choose:
- Sender → this organisation
- Recipient → an entry in the address book (or you can do a search)

c) Choose 'fast track' (under unit contacts → BRI → fastrack lung etc)
- At this point, you can right click fast track folder and add it to your favorites so you don't keep having to do this)

d) Choose template
- Referral letters → fast track → suspected lung malignancy etc.

e) Complete the form

f) File this form as usual and select 'letter sent'.

g) Now save the patient record and then re-open it (incredibly important step)

STEP 2 – CREATE FAST TRACK CHOOSE & BOOK APPOINTMENT

a) Go to 'referrals' → 'Choose & book' → Choose '2 week wait' → 'book appointment'

b) Request type → appointment
- Priority → 2 week wait
- Specialty → 2ww
- Clinic type → 2ww lung for example
- At the bottom right → search all (and WAIT for the next screen to populate)

c) On the next screen, Choose 2ww CAS – Bradford Teaching Hospital

d) Click 'appointment search' (not 'book')

e) Click on appointment date/time and choose the one on the top (eg 09:11 Tues 15/2/2011)

f) 'book' → 'submit' → Close/logout

g) In the new window, Read code 'Fast Track – lung' (for example), then click 'write now'

h) Ad whatever narrative you want (top free text box) and ATTACH THE LETTER which you created earlier.

i) Click 'Send final version' at the top