How to Update a Referral with a Location Change

There are two fields that must be updated when a patient has been relocated.

These fields are the **Referral Owner** and the patient's **Current Location**.

This is done from within the referral form, therefore, first search for and open the patient's referral.

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Referral Owner

The first field to update is the **referral owner**.

The current referral owner is the team/service responsible for updating this field to the patient's new ward/location, prior to relocating the patient.

This field is located on the Client Details tab and is called the **Service Provider** field.

Scroll down until you reach this field and delete the Service Provider listed, then begin to type the new location.

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This is a smart field; the system will display locations for you to select based on the first three characters typed.

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Once updated the new referral owner's ward/location will display in the field. Click Save.

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Current Location

The second field to update is the patient's new Current Location.

This field is updated by the ward/location to which the patient is being relocated when the patient arrives.

This field is located on the **Demographics tab**.

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To do this, scrll to the last field on the page, where is says **Current Location**.

Next of Kin / Emergenc	y Contact Details			To
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Delete the location in the field and begin to type the new location.

This is a smart field; the system will display locations for you to select based on the first three characters typed.

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Click on the appropriate location and click Save.

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The patient's location has now been updated.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=332</u>