


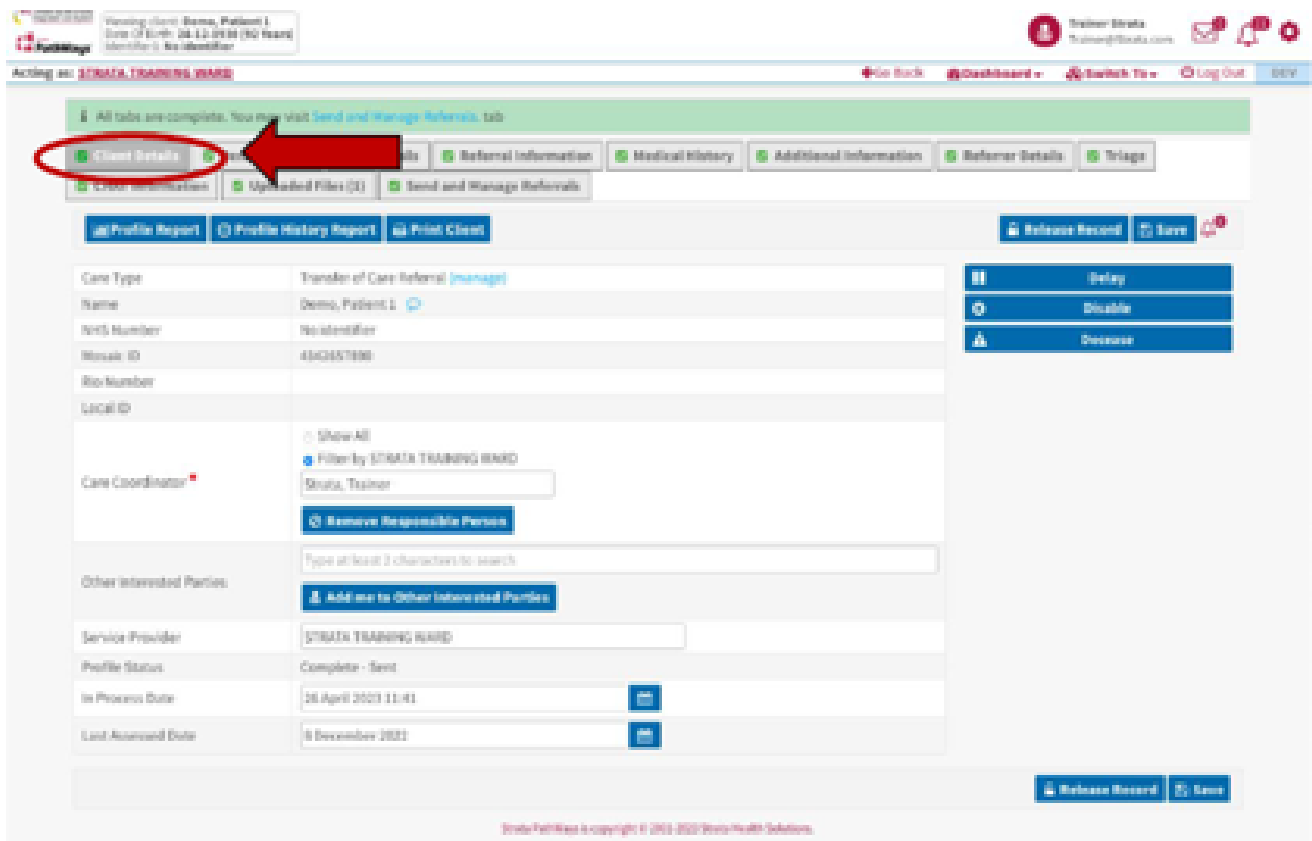
How to Update a Referral with a Location Change



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.




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.

Care Coordinator	<input type="radio"/> Show All <input checked="" type="radio"/> Filter by STRATA TRAINING WARD <input type="text" value="Strata, Trainer"/> <input type="button" value="Remove Responsible Person"/>
Other Interested Parties	<input type="text" value="Type at least 2 characters to search"/> <input type="button" value="Add me to Other Interested Parties"/>
Service Provider	STRATA TRAINING WARD 
Profile Status	Complete - Sent
In Process Date	20 April 2023 11:40 <input type="button" value="Calendar"/>
Last Assessed Date	8 December 2022 <input type="button" value="Calendar"/>

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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.

Care Coordinator	<input type="radio"/> Show All <input checked="" type="radio"/> Filter by STRATA TRAINING WARD <input type="text" value="Strata, Trainer"/> <input type="button" value="Remove Responsible Person"/>
Other Interested Parties	<input type="text" value="Type at least 2 characters to search"/> <input type="button" value="Add me to Other Interested Parties"/>
Service Provider	<input type="text" value="Strata"/>  <div style="border: 1px solid blue; padding: 2px;"> <input type="button" value="STRATA Demo Ward"/> <input type="button" value="STRATA TEST WARD"/> <input type="button" value="STRATA TRAINING WARD"/> </div>
Profile Status	
In Process Date	
Last Assessed Date	

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

Core Coordinator	<input type="radio"/> Show All <input checked="" type="radio"/> Filter by STRATA TRAINING WARD <input type="text" value="Strata, Trainer"/> <input type="button" value="Remove Responsible Person"/>
Other Interested Parties	<input type="text" value="Type at least 2 characters to search"/> <input type="button" value="Add me to Other Interested Parties"/>
Service Provider	STRATA Demo Ward 
Profile Status	Complete - Sent
In Process Date	26 April 2023 11:41 <input type="button" value="📅"/>
Last Assessed Date	8 December 2022 <input type="button" value="📅"/>



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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**.





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

Next of Kin / Emergency Contact Details Top

Next of Kin Name	Address	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	Relationship / Legal status	
<input type="text"/>	<input type="text"/>	

Next of Kin information is vital for hospital discharges and adult social care referrals. Please provide to avoid delays. Top

Current Location Top

Location  

RCHT - Acute Medical Unit 1
Phone: 080 000000

Last modified by Strata, Trainer (Administrator) at 4 April 2023 12:54.

[Save](#)

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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.

Next of Kin / Emergency Contact Details Top

Next of Kin Name	Address	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	Relationship / Legal status	
<input type="text"/>	<input type="text"/>	

Next of Kin information is vital for hospital discharges and adult social care referrals. Please provide to avoid delays. Top

Current Location Top

Location  

- STRATA Demo Ward
- STRATA TEST WARD
- STRATA TRAINING WARD

Trainer (Administrator) at 4 April 2023 12:54.

[Save](#)

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Click on the appropriate location and click Save.

Next of Kin / Emergency Contact Details Top


Next of Kin Name	Address	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	Relationship / Legal status	
<input type="text"/>	<input type="text"/>	

Next of Kin information is vital for hospital discharges and adult social care referrals. Please provide to avoid delays. Top

Current Location Top

Location 

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The patient's location has now been updated.

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