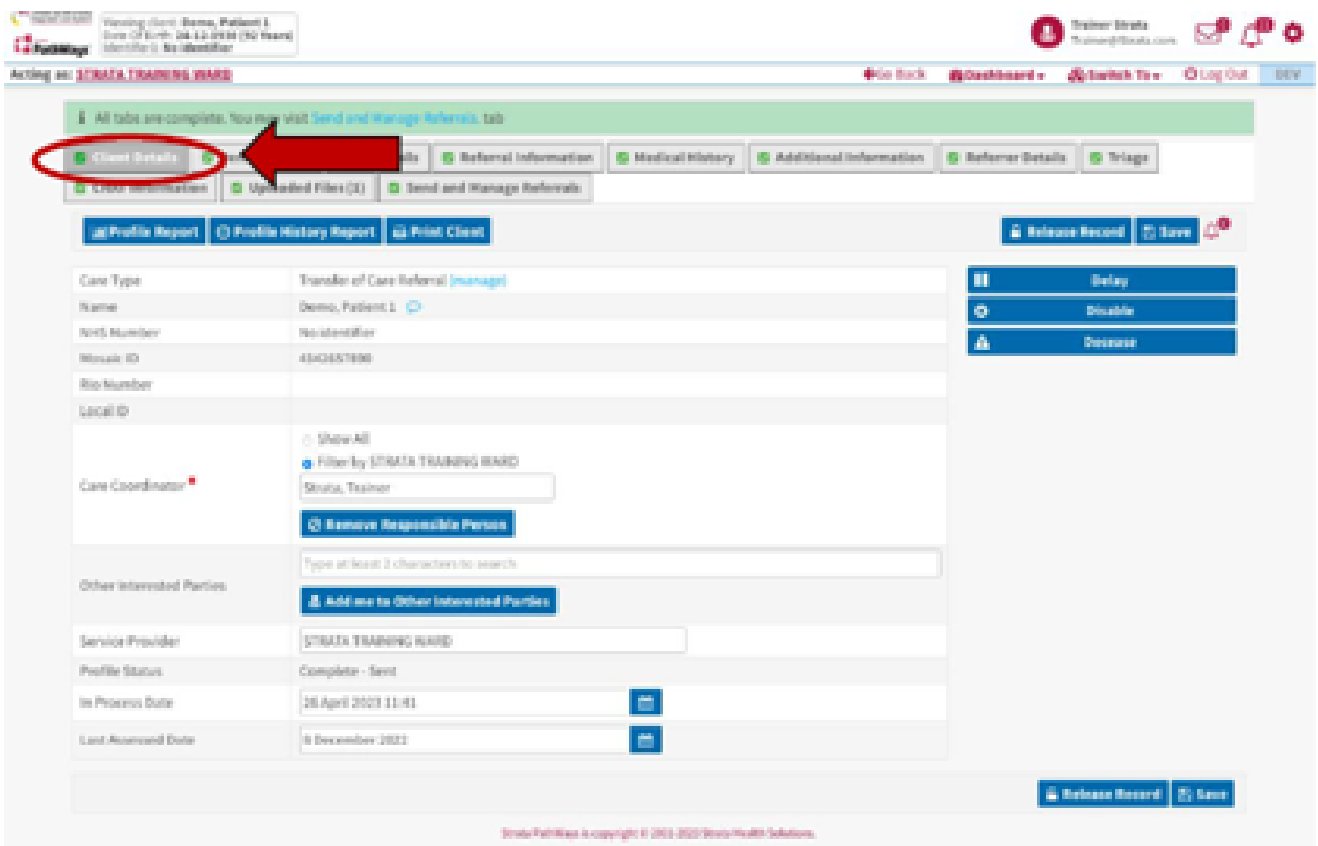


How to Update a Referral with a Location Change

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.

The screenshot shows a web form with several sections. At the top, there is a 'Care Coordinator' section with a dropdown menu set to 'Filter by STRATA TRAINING WARD' and a search box containing 'Strata, Trainer'. Below this is a 'Remove Responsible Person' button. The 'Other Interested Parties' section has a search box and an 'Add me to Other Interested Parties' button. The 'Service Provider' field is highlighted with a red arrow pointing to the text 'STRATA TRAINING WARD'. Below this are fields for 'Profile Status' (Complete - Sent), 'In Process Date' (20 April 2020 11:40), and 'Last Assessed Date' (8 December 2022). At the bottom right, there are 'Release Record' and 'Save' buttons. A footer note reads 'Strata Pathways is copyright © 2001-2023 Strata Health Solutions'.

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

This screenshot shows the same form as above, but with a dropdown menu open for the 'Service Provider' field. The dropdown list contains four items: 'Strata', 'STRATA Demo Ward', 'STRATA TEST WARD', and 'STRATA TRAINING WARD'. A red arrow points to the 'STRATA Demo Ward' item, which is highlighted in blue. The search box above the dropdown contains 'Strata'. The rest of the form, including the 'Care Coordinator' and 'Other Interested Parties' sections, remains the same. The 'Save' button is visible at the bottom right. The footer note is also present.

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

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 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="📅"/>



Strata Pathways is copyright © 2003-2023 Strata Health Solutions.

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.

<input checked="" type="checkbox"/> Client Details	<input checked="" type="checkbox"/> Demographics	<input type="checkbox"/> GP Details	<input type="checkbox"/> Referral Information	<input type="checkbox"/> Referrer Details	<input checked="" type="checkbox"/> Triage	<input checked="" type="checkbox"/> Uploaded Files (1)	<input type="checkbox"/> Send and Manage Referrals
--	---	-------------------------------------	---	---	--	--	--


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	<input type="button" value="🔒"/>
<input type="text" value="RCHT - Acute Medical Unit 1"/>	
RCHT - Acute Medical Unit 2 Phone: 060 000000	

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

Strata Pathways is copyright © 2003-2023 Strata Health Solutions.

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.			
Current Location			Top
Location	<input type="text" value="Strata"/> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px;">STRATA Demo Ward <li style="padding: 2px;">STRATA TEST WARD <li style="padding: 2px;">STRATA TRAINING WARD 	Trainer (Administrator) at 4 April 2023 12:54.	
			Save

Strata Pathways copyright © 2001-2023 Strata Health Solutions.

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.			
Current Location			Top
Location	<input type="text" value="STRATA TRAINING WARD"/> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px;">STRATA TRAINING WARD 	Last modified by Strata, Trainer (Administrator) at 4 April 2023 12:54.	
			Save

Strata Pathways copyright © 2001-2023 Strata Health Solutions.

The patient's location has now been updated.

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