

# Printing your referral Request & Saving to PDF

From the panel view, click on and highlight the required patient to access the referral information.

The blue action buttons now becomes visible.

The screenshot shows a web interface for managing referrals. At the top, it indicates the user is acting as 'North Kerrier Community Nurses (Inc. Matrons)' and is viewing 'Referrals'. Below this is a navigation bar with a 'Sort' dropdown, 'Status: 3 selected', 'Updates: All', 'Priority:' dropdown, 'Refresh' button, and 'Reset Search' button. The main area features a patient card for 'smith, john' (Male 29 Years) with a yellow label 'Non Urgent / Routine Community Response'. The card details include 'From: North Kerrier Community Nurses (Inc. Matrons)', 'Sent: 0 day(s) ago', and 'Transfer of Care Referral: 22 June 2023 (0 day)'. To the right, a system message reads 'PLEASE NOTE: This is a TEST ENVIRONMENT'. Below the message are buttons for 'Print', 'Assign', 'Edit client', 'Admit', and 'Discharge'. Further down are tabs for 'Updates', 'Details', 'Matching Profile', and 'Clinical Profile'. Under 'Updates', there are buttons for 'Referral History Report' and 'Patient History'. Two update notifications are shown: 'Status Changed to Accepted' and 'Clinical Profile Updated', both attributed to 'Adams, Eve (Administrator)'. At the bottom, it states 'Last update reviewed by Adams, Eve on 22 June 2023 11:35'.

Click on the arrow in blue print button, to view the available print options.

The screenshot shows a dropdown menu for the 'Print' button. The menu items are: 'Print referral', 'Print original clinical profile', 'Print comparison against original clinical profile', 'Demographics Only', 'Full Referral', 'Full Referral + Triage + Comments', 'TestPT', and 'Voluntary Sector Referral'.

Select the required print view. The Referral information is displayed in a new window and in PDF format.

In this example the Full Referral + triage + Comments have been selected.

**Cornwall and Isles of Scilly Integrated Care System**

**Transfer of Care Referral**  
Non Urgent / Routine Community Response

Name:	Mr john smith
Date of Birth:	09-06-1984
Gender:	Male
NHS Number:	No Identifier
Mosaic ID:	
ROD Number:	
Patient Address:	Treliske Postcode: TR1 3LJ
Patient Main Phone Number:	
Next of Kin / Emergency Contact Details:	Name: Address: Telephone number: Mobile number: Relationship / Legal status:
Current Location:	North Kerrier Community Nurses (Inc. Matrons)

**GP DETAILS**

Registered GP Practice: Cam to Coast Health Centres - L82041

**REFERRAL INFORMATION**

What type of referral does the person require?: Non Urgent / Routine Community Response  
Reason for Referral: Bloods  
Reason for Referral - Details: z  
When does care need to start? 22 June 2023 09:26

**MEDICAL HISTORY**

Describe relevant health details including Past Medical History, Previous Admissions: o  
Detail any advance decision or treatment escalation in place?: z

To print or save the pdf select the either the printing or saving icon in the top right-hand corner of the pdf.



Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=334>