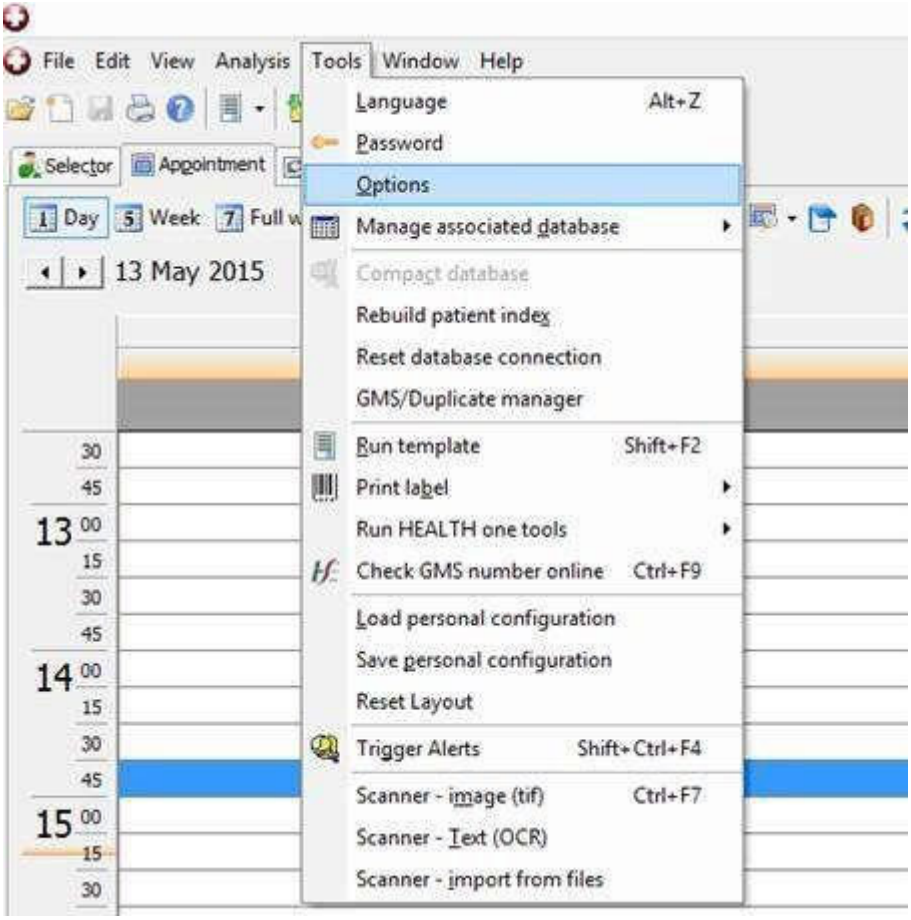
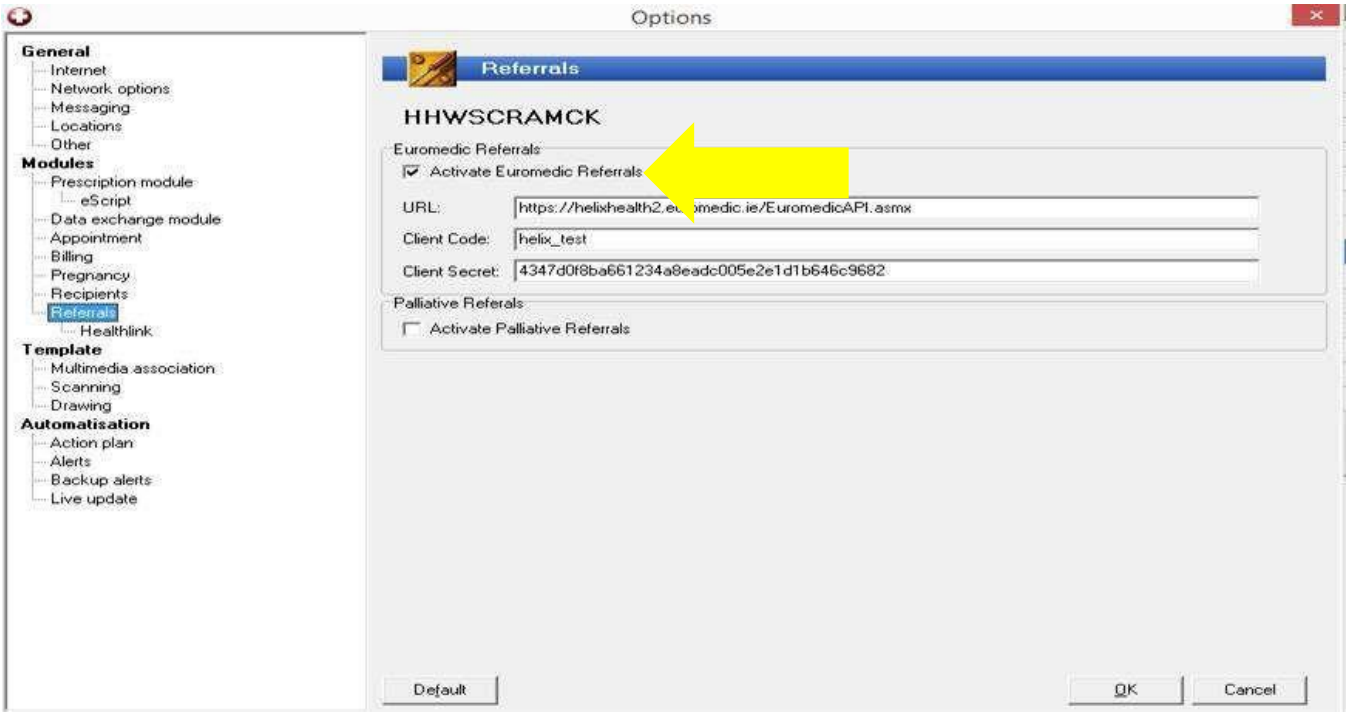
This is a 2 step process. Step 1 – Is a once off set up on each computer, as shown below: **Step 1**: In HealthOne, you click **tools** >- **options** as shown in first image, below.



Click **referrals** on the next menu , then **tick box 'Activate Euromedic referrals'** (see arrow, below)

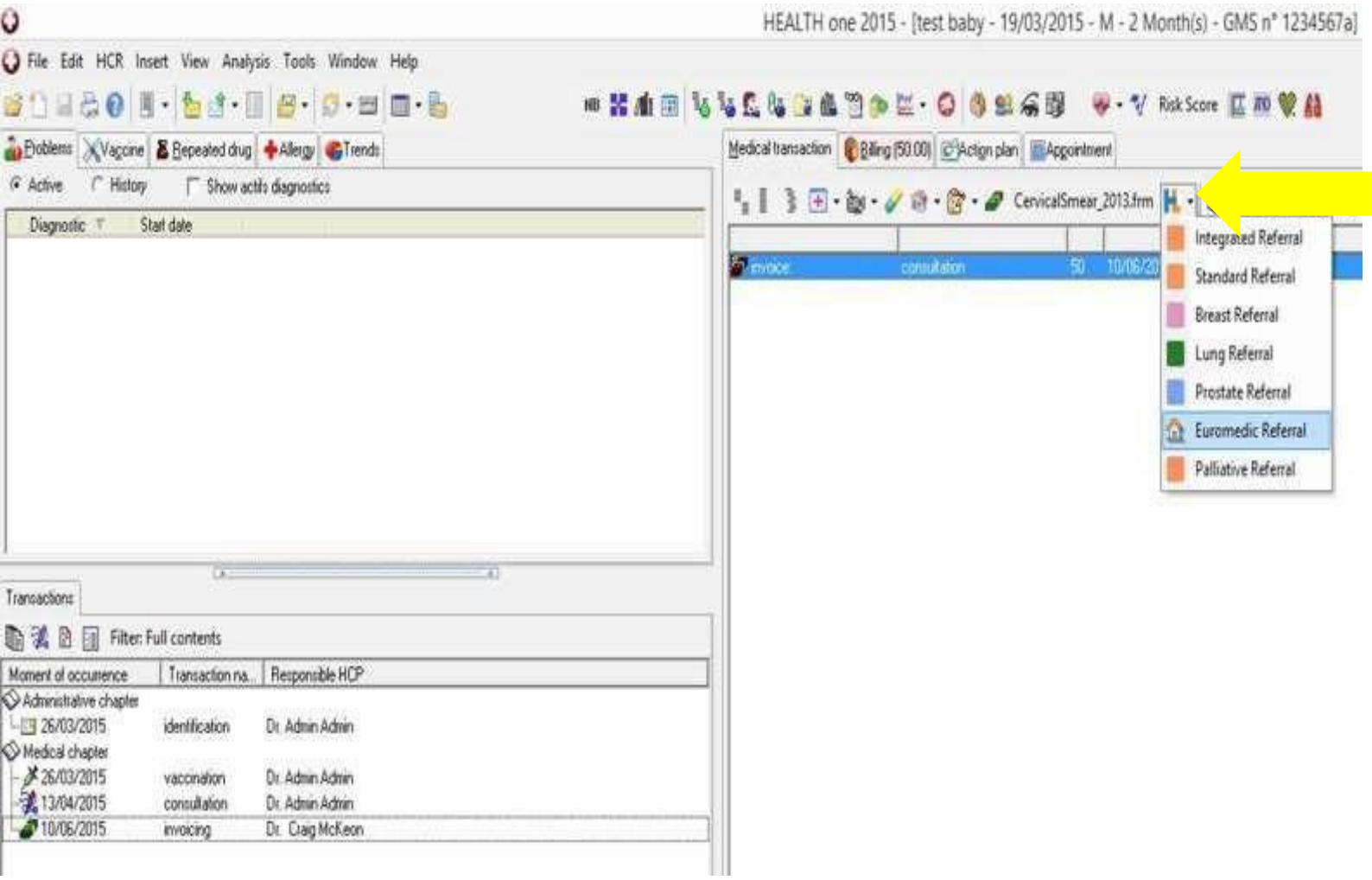


Referring is now set up on your computer, you never need to repeat this step.

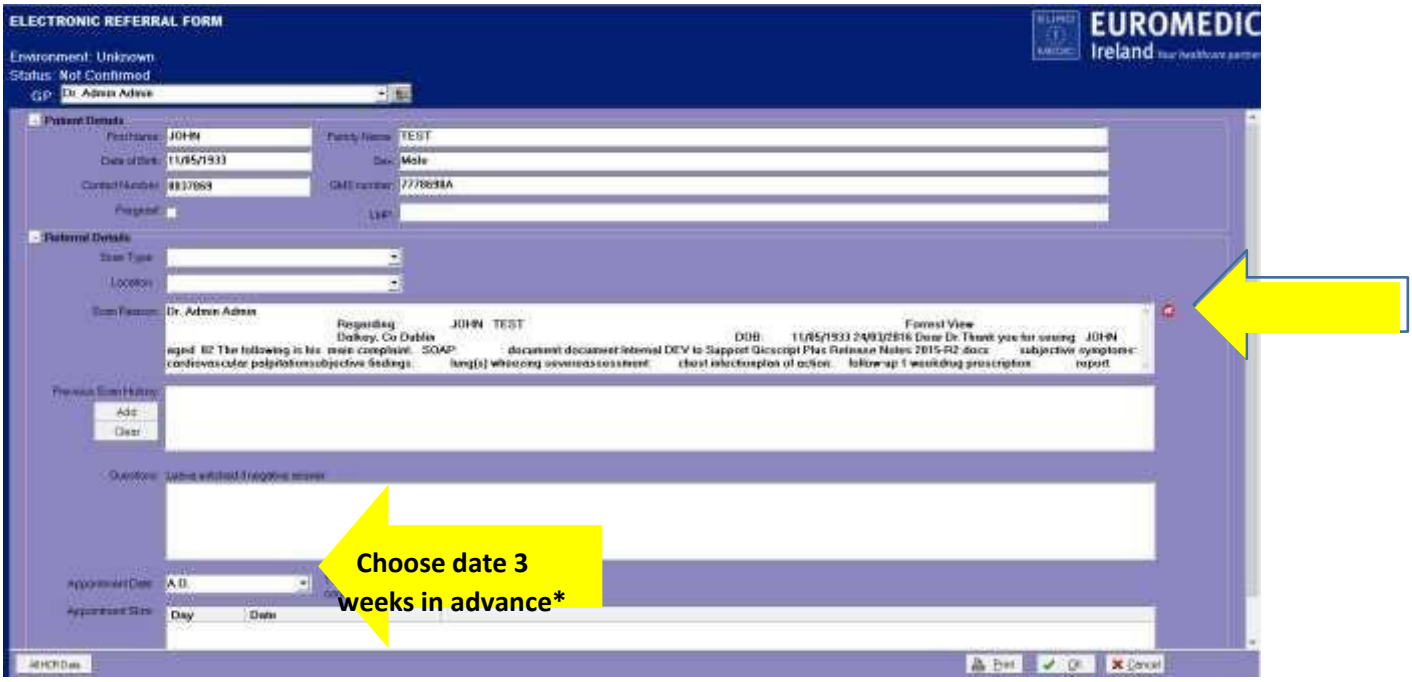
Step 2: Close HealthOne

In patients file click the **downarrow at HL**

Click **Euromedic Referral**. As shown below.



The form will open, to add letters or text **from the file**, click the red configure button on the right (see arrow). This brings you back to the health one system and allows the doctor choose what he would like to import. So for example if you want to add medical history, click the medical history field and it will move across. (See you tube video for more information)
Alternatively, you can **type** clinical information, into this box.



***Choosing date:** choose a date approx. 3 weeks from today's date and choose any time from the slots that are displayed. (if displayed) **Please do not try and pick a date to suit the patient as this will take too much of your time.**

- **You are not making an appointment.**

- **You are sending a referral only. Affidea will phone your patient, upon receiving the request for referral, and make an appointment which suits them.**

<u>Please note that you will get a Referral Receipt from Affidea, saved directly to the patients file.</u>

https://www.youtube.com/watch?v=XArQEnmWBso