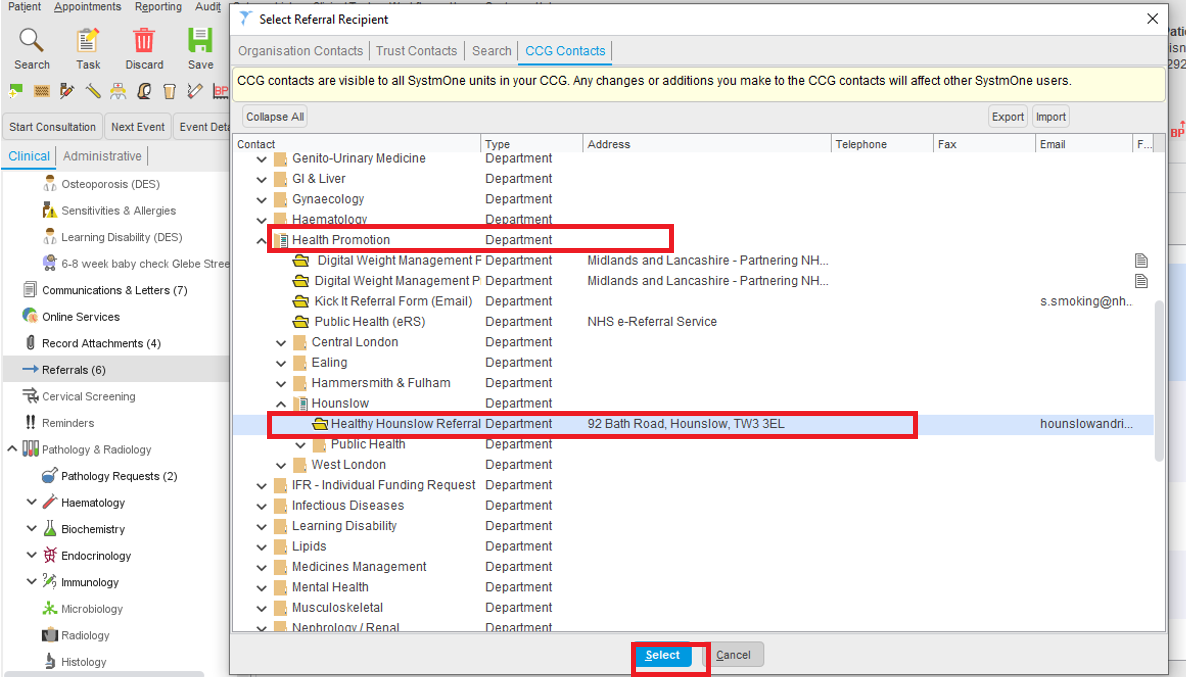
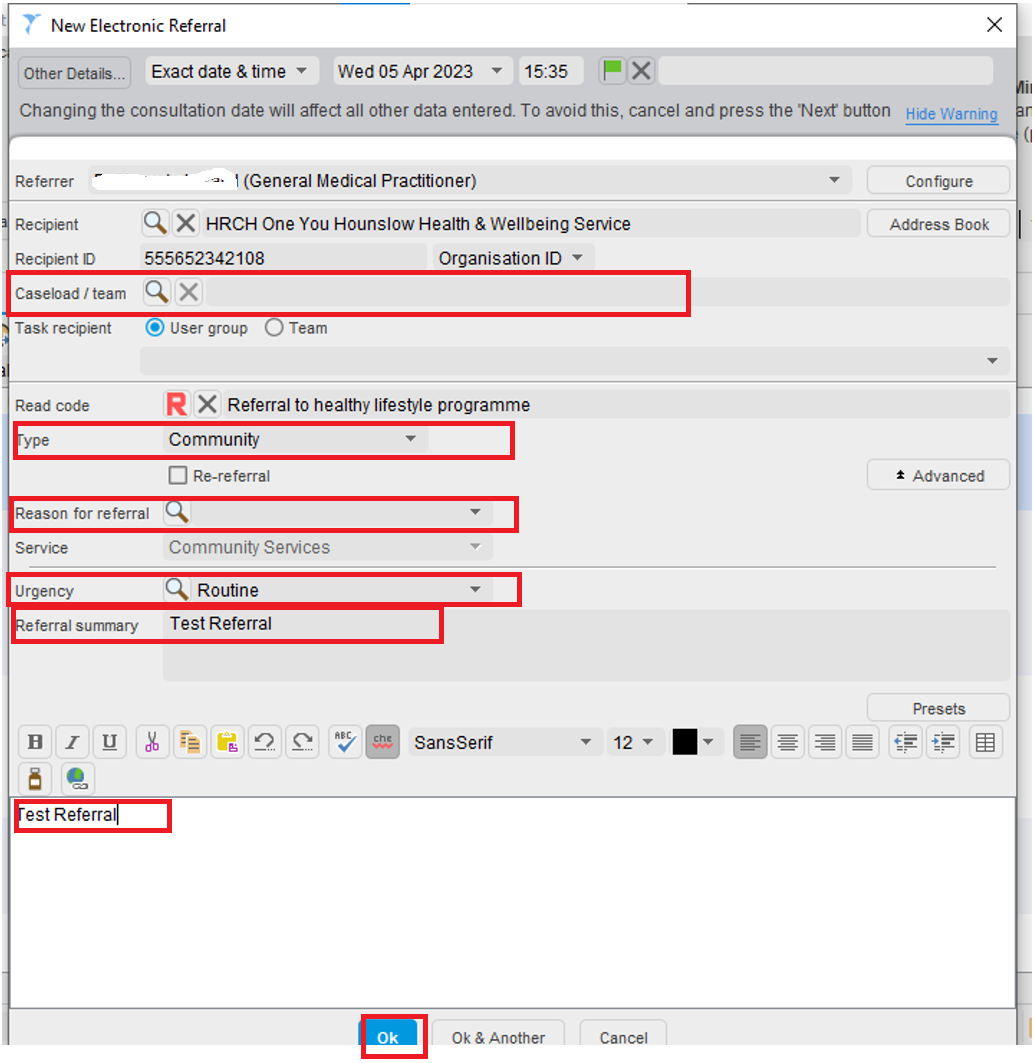
**Electronic Referral (SystmOne to SystmOne) for Healthy Hounslow**

1. Navigate to the **Referrals node** on the patient’s **clinical tree** and launch the **Referral Wizard.** Select **Healthy** **Hounslow Referral Form – HN** and click select

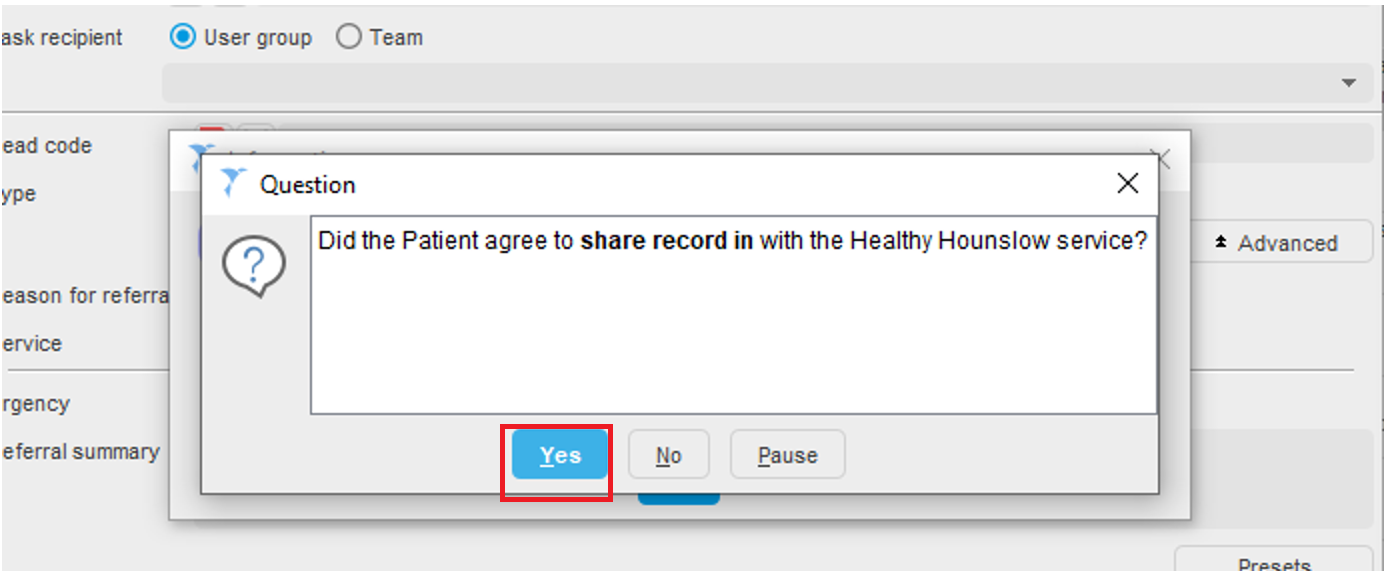


1. **The New Electronic Referral Screen below opens up;**

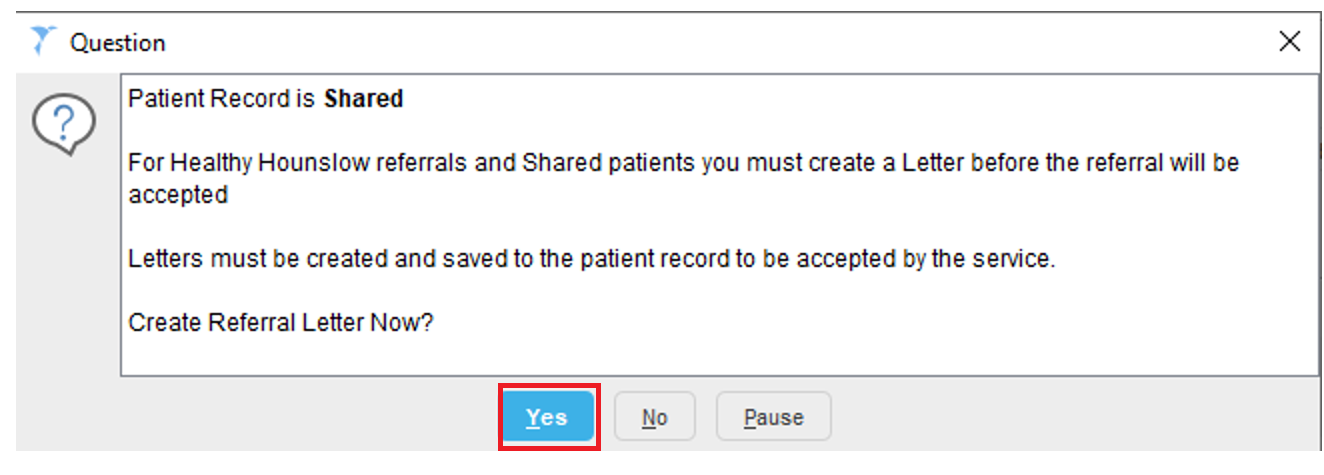
* Select a Caseload
* Select Reason for Referral (usually Other)
* Select Urgency
* Type in Referral Summary
* Type in texts or reasons for referral in the white box
* Click ok



1. **The Sharing Record question box opens up;**

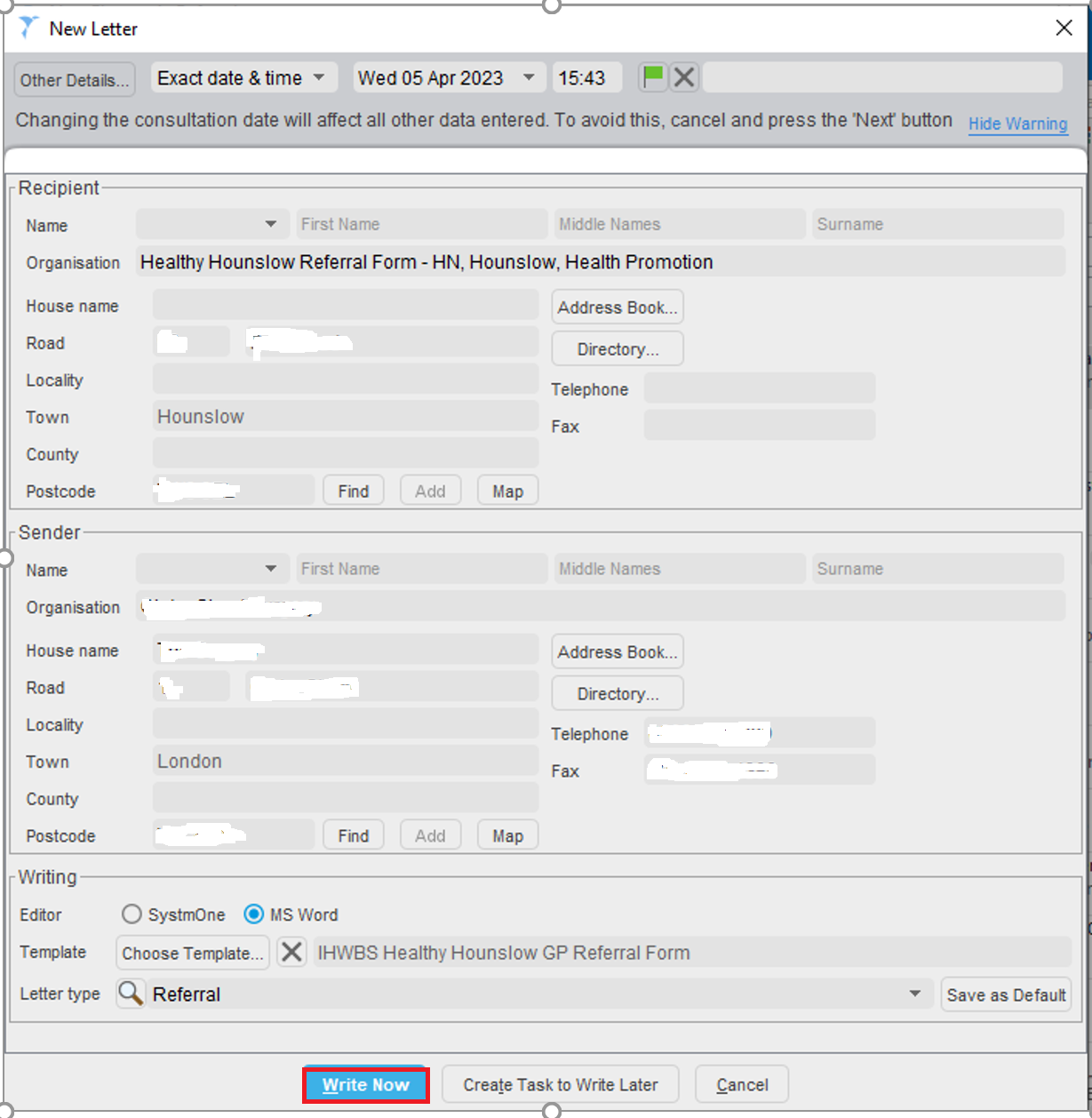


1. **If the answer to record sharing question is YES - then the below screen opens up. Click Yes to create Referral Letter**

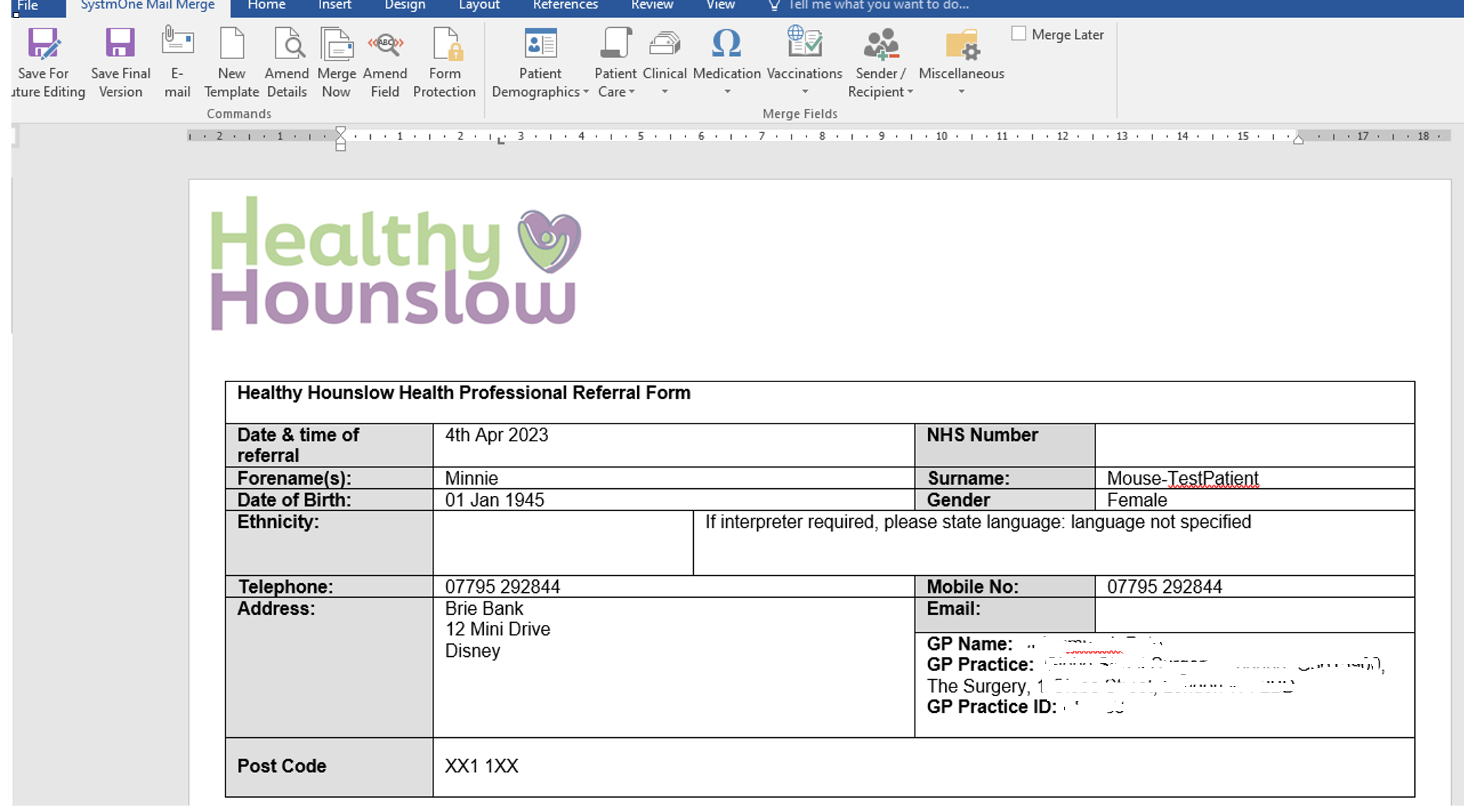


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1. **A New letter screen opens up; select write now**



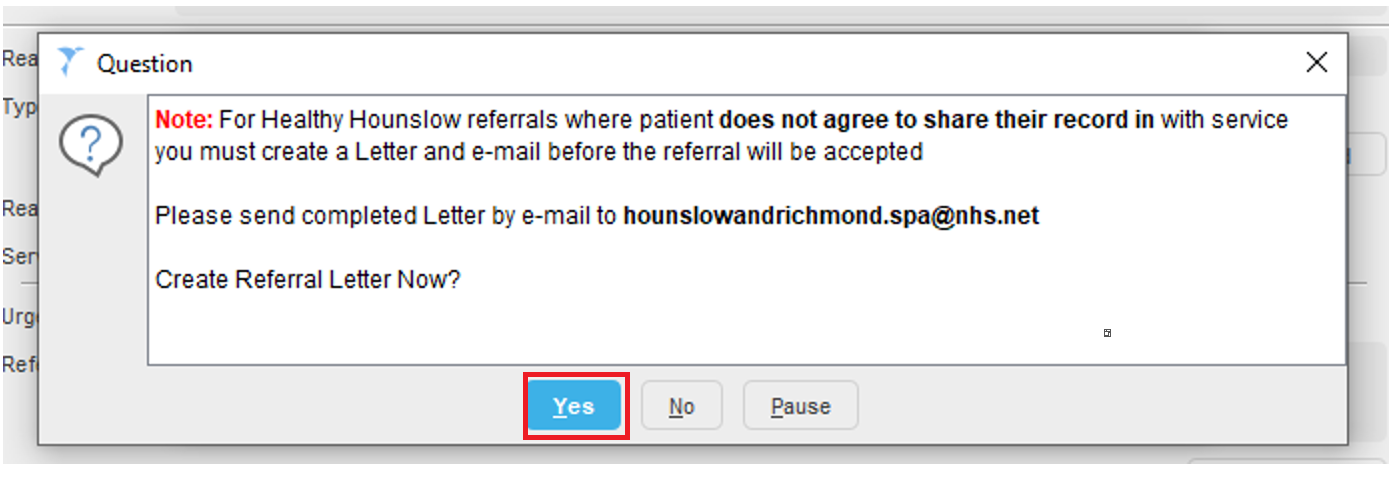
1. **The referral form opens up. Complete the referral form and save in the patients record**.



1. **If the answer to record sharing question is NO – then the below screen opens up. Click No.**



**Then the below screen opens up**



**Select Yes, the referral form opens up , complete the referral form and then send completed form by email to** [**Hounslowandrichmond.spa@nhs.net**](mailto:Hounslowandrichmond.spa@nhs.net)