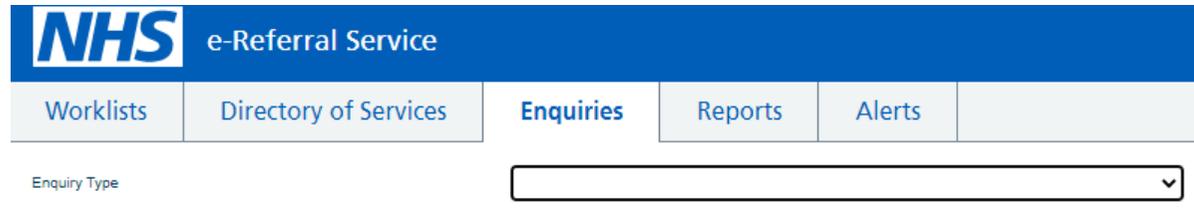


RETRIEVING REFERRALS FROM E-RS

1. Log in to e-RS and select Service Provider Clinician or Clinician Admin.
2. Click on enquiries

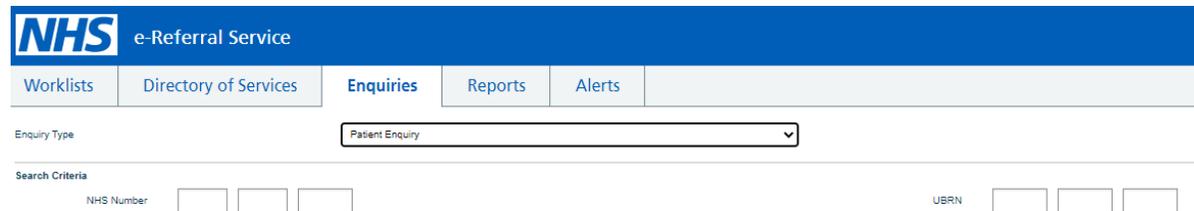


NHS e-Referral Service

Worklists Directory of Services **Enquiries** Reports Alerts

Enquiry Type

3. Select patient enquiry
4. Enter the patient's UBRN number and search



NHS e-Referral Service

Worklists Directory of Services **Enquiries** Reports Alerts

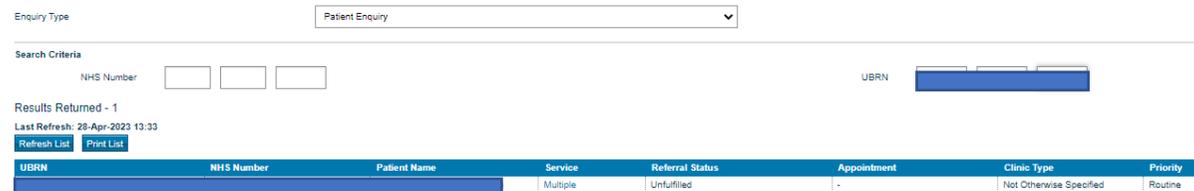
Enquiry Type

Search Criteria

NHS Number

UBRN

5. The patient's referral will be displayed (status – unfulfilled)



Enquiry Type

Search Criteria

NHS Number

UBRN

Results Returned - 1
Last Refresh: 28-Apr-2023 13:33
[Refresh List](#) [Print List](#)

UBRN	NHS Number	Patient Name	Service	Referral Status	Appointment	Clinic Type	Priority
			Multiple	Unfulfilled	-	Not Otherwise Specified	Routine

6. Click on the UBRN and then click on the drop down arrow for Actions. Confirm patient's date of birth or access code

Search Criteria

NHS Number

Results Returned - 1

Last Refresh: 28-Apr-2023 13:33

[Refresh List](#) [Print List](#)

UBRN	NHS Number
[Redacted]	[Redacted]

- Actions -

Access code

Consent to Call Back **Consent unknown**

Telephone

Email

Telephone

Service [View Shortlist](#)

7. Click book appointment

8. Having agreed an appointment time/date in your own system, enter the appointment details and click submit

Appointment Details

You must not record the appointment as booked without explicit consent from the patient and a confirmed booking on your PAS.

* UBRN											
UBRN Created Date											
Initial Referring Clinician											
Referring Commissioning Organisation											
Referring Organisation											
Clinical Term											
Specialty	Ophthalmology										
Clinic Type	Not Otherwise Specified										
Named Clinician	-										
* Service(s)	<table border="1"><thead><tr><th>Select</th><th>Location</th><th>Referrer Alert</th><th>Specialty</th><th>Service Name</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td></td><td></td><td>Ophthalmology</td><td>MECS</td></tr></tbody></table>	Select	Location	Referrer Alert	Specialty	Service Name	<input checked="" type="radio"/>			Ophthalmology	MECS
Select	Location	Referrer Alert	Specialty	Service Name							
<input checked="" type="radio"/>			Ophthalmology	MECS							
Current Appointment	-										
Priority	Routine										
* Appointment Date	<input type="text"/> / <input type="text"/> / <input type="text"/> <small>date</small>										
* Appointment Time	<input type="text"/> : <input type="text"/> HH:MM										

9. You should now see this confirmation screen. You can click on attachments at this point to find the referral documents.

Appointment Summary

Appointment Details

Clinical Information

- [Attachments](#)
- [Risk to others](#)
- [Reason for referral](#)
- [Expectation of referral](#)
- [Medication and medical devices](#)
- [Past medical history](#)
- [Allergies and adverse reaction](#)
- [Findings](#)
- [Family history](#)
- [Social context](#)

Service Provider Activity

Appointment details

UBRN Created Date	[Redacted]
UBRN	[Redacted]
Appointment Date/Time	[Redacted]
Clinical Term	-
Location	[Redacted]
Service Name	[Redacted]
Specialty	Ophthalmology
Clinic Type	Not Otherwise Specified
Priority	Routine

10. It should be displayed like this

INFO NUMBER: 434 44 / 430

Attachments

File Name	File Description	Added By	Date/Time Added
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Risk to others - No Information Provided

Reason for referral
Please find referral letter attached.

11. This appointment is now booked and will sit in your worklists until the appointment date and time has passed. Your worklist shows all your pending referrals.