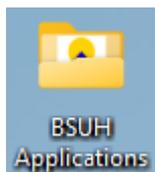


INTERNAL CLINICAL REFERRALS – SUBMISSIONS EXPORT

Internal Clinical Referrals are managed within the Bamboo platform.

To export Referral Submissions, you need to access the Bamboo Forms application, whether you are a Panda user or an Affinity user.

Double-click the **BSUH Applications** folder on your desktop



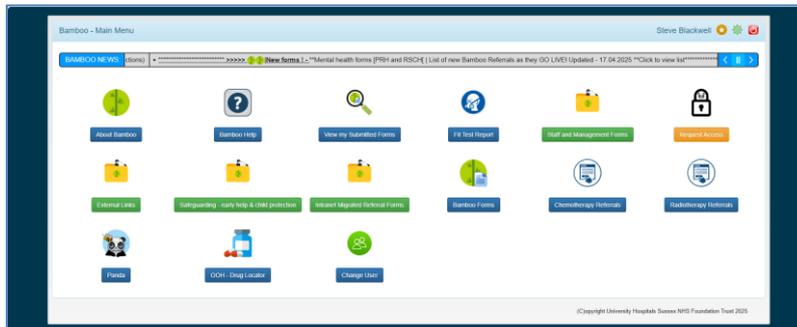
The **File Explorer** window displays:

Name	Date modified	Type	Size
Bamboo	09/02/2024 17:21	Shortcut	3 KB
Careflow Connect Web	23/05/2023 14:08	Shortcut	2 KB
CFC Business Continuity	09/02/2024 17:21	Shortcut	3 KB
CMM EPMA East	09/02/2024 17:21	Shortcut	3 KB
Dendrite intellect	16/04/2024 13:53	Shortcut	3 KB
Estates-Log a Call	20/01/2025 09:38	Shortcut	3 KB
Flow Manager	13/03/2023 12:21	Shortcut	3 KB
FSI Login	20/01/2025 09:38	Shortcut	3 KB
G2 Patient Letter Finder	10/05/2023 23:35	Shortcut	3 KB
Medusa	09/02/2024 17:21	Shortcut	4 KB
Patientrack	09/03/2022 15:39	Shortcut	3 KB
Prescription Tracking System	09/02/2024 17:21	Shortcut	4 KB
PRH Navenio	09/02/2024 17:21	Shortcut	3 KB
RCViewer	14/02/2024 14:41	Shortcut	2 KB
Real Time Bed State	15/02/2024 10:09	Shortcut	3 KB
R-Roster Web	09/02/2024 17:21	Shortcut	3 KB
RSCH Navenio	09/02/2024 17:21	Shortcut	3 KB
SpeechReport Administration	15/02/2024 09:52	Shortcut	3 KB
Symphony	14/02/2024 14:47	Shortcut	3 KB

Double-click the **Bamboo** row



The **Bamboo Main Menu** screen displays:



Click on the **Bamboo Forms** icon



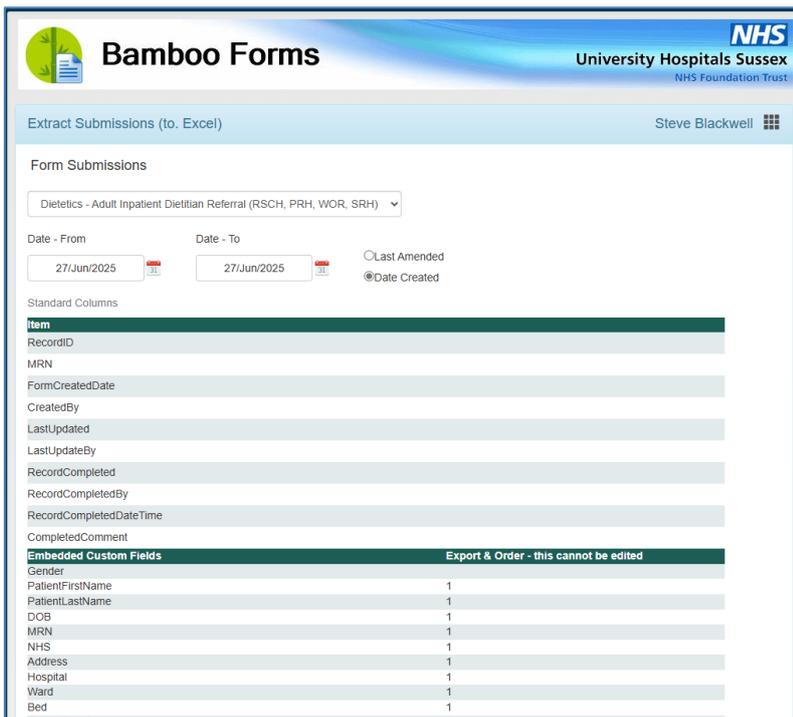
The **Bamboo Forms** screen displays:



Click on the **Submissions Export** icon



The **Extract Submissions (to Excel)** screen displays:



Select Form	To export a single Referral Form type
Date Range	To set the dates the Referrals were either created or amended on
Last Amended / Date Created radio buttons	Whether exporting by creation date range or amended date range

Leaving the Date range as default date, i.e. both set to today’s date, will export all existing referrals for the form you selected.

There are 3 main elements you can export: Items, Embedded Custom Fields and Custom Fields.

Items are non-Referral specific data items. Embedded Custom Fields will always export, if present, in the order displayed. Custom Fields can be added to or removed from your export.

Custom Fields	Export & Order (set to 0 to not export)	Edit
BambooMaster	1	Edit
ProblemRequiringInputFromDietitian	1	Edit
FurtherDetailsProblemRequiringInput	1	Edit
MUSTScore	1	Edit
NameReferringClinician		Edit
role		Edit
consultantName		Edit
wardPhoneExtBleep		Edit
NewEnteralTubeType		Edit
nilByMouth		Edit
onTextureModifiedDiet		Edit
indicationForPN		Edit
otherIndication		Edit
expectedDurationOfPN		Edit
enteralFeedingAttempted		Edit
enteralFeedingContraindicated		Edit
outlineOfClinicalProblem		Edit
relevantPMH		Edit
hasPatientHadGISurgery		Edit
HospitalSelect		Edit

All existing fields within the referral will display under Custom Fields.

No value against Export & Order, won’t export.

1 against Export & Order, will export.

1,2,3 etc. against Export & Order, will export in that order.

Use the **Edit** button on each row to set number accordingly. **Note:** to remove existing numbers, replace with a **0** when using the Edit button, to **Save** it back to a no value row.

Click the **Export to Excel** button, to export a spreadsheet to your Downloads folder:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	RecordID	MRN	FormCrea	CreatedBy	LastUpdat	LastUpdat	RecordCo	RecordCo	RecordCo	Complete	PatientFir	PatientLa	DOB	MRN1	NHS	Address	Hospital	Ward	Bed	PatientTe	PatientEn	BambooM	ProblemR	FurtherDe	MUSTScore	
2	1	123456	#####	SUSSEX\C	#####	BSUH\Sim	3	BSUH\Sim	#####	test	test	test		123456		1 High Str				123456	test@nhs	b02ff8a5-1	Parentera	test	test	5

Once opened from Downloads, you will see the order in which the exported data displays in columns across the spreadsheet.

To come out of the **Extract Submissions (to Excel)** screen, click the **Bamboo Forms Menu** text, bottom-left

Bamboo Forms Menu

The **Bamboo Forms Administration** screen displays:



Click the **Return to System Menu** text, bottom-left

Return to System Menu

The **Bamboo Main Menu** screen displays:

