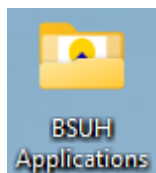


INTERNAL CLINICAL REFERRALS – VIEW SUBMISSIONS

Internal Clinical Referrals are managed within the Bamboo platform.

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

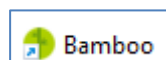
Double-click the **BSUH Applications** folder on your desktop



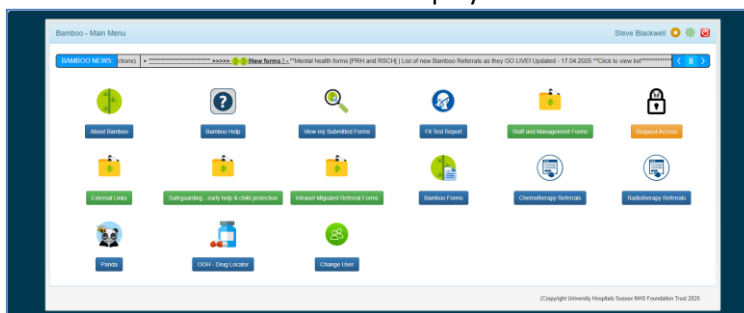
The **File Explorer** window displays:

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
Patienttrack	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



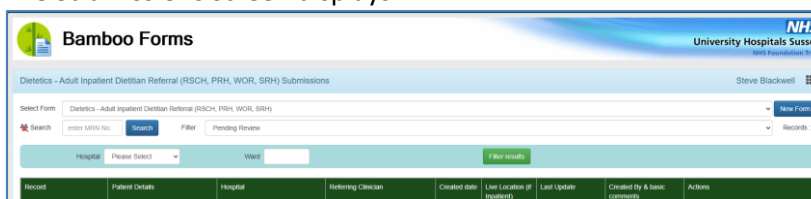
The **Bamboo Forms** screen displays:



Click on the **Form Submissions** icon



The **Submissions** screen displays:



Select Form	To search for a single Referral Form type
EITHER Search	To search for a patient by their Medical Record Number (MRN)
OR Filter	To filter by the current Status of the Referral Form

Multi-site forms offer a filter by Hospital Site and/or Ward before clicking the Filter Results button:

Hospital
Please
Ward
Filter results

Note: you can combine these search terms to reduce your results:

Select Form: Dietetics - Adult Inpatient Dietitian Referral (RSCH, PRH, WOR, SRH)
New Form

Search: 3755124
Search
Filter: Pending Review
Records: 1

Hospital: RSCH
Ward:
Filter results

Record	Patient Details	Hospital	Referring Clinician	Created date	Live Location (if Inpatient)	Last Update	Created By & basic comments	Actions
ID: 142 Status: Pending Preliminary Investigations	First Name: Pathology Last Name: Test Patient MRN: 3755124 NHS: 999 054 6959	RSCH	Name: Steve Blackwell Role: IT Trainer Ward Contact: x54669 Ward	26/06/2025 14:36:56		26/06/2025 16:27:25 BSUHSteve Blackwell	Comments: THIS REFERRAL IS FOR IT TRAINING GUIDE SCREENSHOTTING	View Form Status:

It is possible from this screen to click on a patient's ID to open up their record. It is also possible to create a New Referral for the selected form, with the **New Form** button, if helpful.

There are 4 options available once you have found the Referral you were looking for:

Add Note
Print/Email
View Form
Status:

Add Note - add a comment without viewing the form

Print/Email - generates a PDF which can then be printed or emailed

View Form - for a view only copy of the form with the ability to Add/View Comments and change the Status of the Referral

Change Status - will only offer you valid options dependent on current Status

See the **Update Referral Status and Comments** guide for further details.

If viewing the form, click the **Close** button, to return to the list underneath

Close

The **View Form** window closes enabling selection of further referrals data:

Select Form: Dietetics - Adult Inpatient Dietitian Referral (RSCH, PRH, WOR, SRH)
New Form

Search: 3755124
Search
Filter: Pending Review
Records: 1

Hospital: RSCH
Ward:
Filter results

Record	Patient Details	Hospital	Referring Clinician	Created date	Live Location (if Inpatient)	Last Update	Created By & basic comments	Actions
ID: 142 Status: Pending Preliminary Investigations	First Name: Pathology Last Name: Test Patient MRN: 3755124 NHS: 999 054 6959	RSCH	Name: Steve Blackwell Role: IT Trainer Ward Contact: x54669 Ward	26/06/2025 14:36:56		26/06/2025 16:27:25 BSUHSteve Blackwell	Comments: THIS REFERRAL IS FOR IT TRAINING GUIDE SCREENSHOTTING	View Form Status:

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:

