## **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 <b>BSUH</b>	The <b>File Explorer</b> window displays:				
Applications folder on	Name	Date modified	Туре	Size	
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	RCViewer	14/02/2024 14:41	Shortcut	2 KB	
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	SpeechReport Administration	09/02/2024 17:21	Shortcut	3 KB 3 KB	
	Symphony	14/02/2024 14:47	Shortcut	3 KB	
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Select Form	To search	for a single Referral Form type					
<b>EITHER</b> Search	To search	for a patient by their Medical Record Number (MRN)					
<b>OR</b> Filter	To filter b	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:							
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ID: 142 Status: Pending Preliminary Investigations NHS: 999 054	athology RSCH est-Patient 4 6959	Name: Steve Blackwell 22006/2025 Role: IT Tanier 14.36:56 Ward Contact: x64689 Ward	2606/2025 15 27 25 BSUH3teve Blackwell BSUH3teve Blackwel REFERALI IS FOR IT TRAINING QUIDE SCREENSHOTTING				
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 <b>New Form</b> button, if helpful.							
There are 4 options available once you have found the Referral you were looking for:							
<b>*</b>	Ł	View Form	Status: 👻				
Add Note -Pradd agecommentPlwithoutcaviewing theprformer	rint/Email - enerates a DF which an then be rinted or mailed	View Form - for a view only copy of the form with the ability to Add/View Comments and change the Status of the Referral	<b>Change Status</b> - 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 the <b>Close</b> button, to the list undern	m, click to return eath	The View Form window closes e data:	enabling selection of further referrals				

Click the <b>Bamboo Forms</b> <b>Menu</b> text, bottom-left	The Bamboo Forms Administration screen displays:					
Dambas Came Maria	Bamboo Forms	University Hospitals Sussex				
Bamboo Forms Menu	Bamboo Forms Administration	Steve Blackwell				
	Marage Form Details Form Designer 2	Forms Security				
	Form Submissions Export	Access Security Workflow Reporting				
	Return to System Menu	(C)opyright University Hospitatic Sussex NHS Foundation Trust 2025				
Click the <b>Return to System</b> <b>Menu</b> text, bottom-left	The <b>Bamboo Main Menu</b> screen displays:					
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