Record Specialist Team Referral

1. Select the patient on the tracking grid

2. Select the **Referral** DEP

Specialty Referred To

3. Select the **Specialty Referred To** from the list, you can click into the search box and start typing the specialty seen to filter the list
4. Click on **OK**, or **double click**

Referral
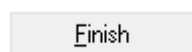
5. Select the **Comments/Doctor's Name** text box and enter as appropriate
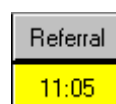

6. Click **Add**
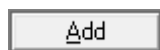
7. Click **Finish**

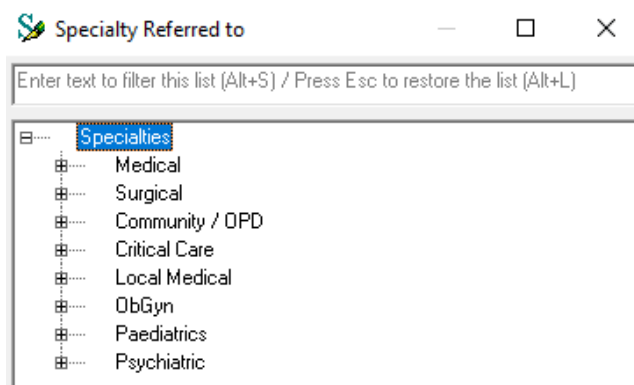Time is added in the **Referral** column in black.

We will now add the **Specialty Senior Review**.

8. Select the **Specialty Clinician** from the list, you can click into the search box and start typing the clinician to filter the list
9. Click on **OK**, or **double click**

10. Select the **Specialty Referred To** from the list, you can click into the search box and start typing the specialty to filter the list
11. Click on **OK**, or **double click**

12. Click **Finish**

Time is added in the **SPSRev** column in black.