



KINGS
BRIDGE

*Private
Hospital*



SLIGO

Socrates GP eReferrals Mini Guide

This user guide summarises how the GP referral process works when referring to Kingsbridge Private Hospital Sligo via the HPM application.

For Socrates support queries please call **071 - 919 3600** followed by option 1, or email **support@clanwilliamgroup.com**

Step 1

Open the 'Documents' section of the patient's chart and click 'E-Referrals'.

The screenshot shows the Socrates application interface. The patient's details are: Test, Michael, Main Street, Swords, Dublin, 0875465454, 0000014, 29/03/1969 (48 yr 3 m), Male, Private, P:€0.00 F:€0.00. The 'Documents' section is highlighted in red, and the 'E-Referrals' button is also highlighted in red. The 'E-Referrals' table is visible below.

Sent	Response	Description	
18/07/2017		General Referral - Foetal Ultrasound	Dr Joe Blogs
17/07/2017		General Referral - DXA	Dr Joe Blogs
13/07/2017	13/07/2017	General Referral - Ultrasound	Dr Joe Blogs
12/07/2017		General Referral - MRI	Dr Joe Blogs
11/07/2017		General Referral - CT	Dr Joe Blogs
11/07/2017		General Referral - MRI	Dr Joe Blogs
08/07/2017	14/07/2017	General Referral - Ultrasound	Dr Joe Blogs
03/04/2017		General Referral - CUH X-Ray	Dr Joe Blogs

Step 2

Click 'Add Referral' and then click the 'Healthlink Referral' button.

The screenshot shows the Socrates application interface. The patient's details are: Test, Michael, Main Street, Swords, Dublin, 0875465454, 0000014, 29/03/1969 (48 yr 5 m), Male, Private, P:€0.00 F:€0.00. The 'Add Referral' button is highlighted in red, and the 'Healthlink Referral' option in the dropdown menu is also highlighted in red. The 'E-Referrals' table is visible below.

Sent	Response	Description	
18/07/2017		General Referral - CT	Dr Joe Blogs
18/07/2017		General Referral - CT	Dr Joe Blogs
18/07/2017		General Referral - CT	Dr Joe Blogs
18/07/2017		General Referral - CT	Dr Joe Blogs
18/07/2017		General Referral - Foetal Ultrasound	Dr Joe Blogs
17/07/2017		General Referral - DXA	Dr Joe Blogs
13/07/2017	13/07/2017	General Referral - Ultrasound	Dr Joe Blogs
12/07/2017		General Referral - MRI	Dr Joe Blogs
11/07/2017		General Referral - CT	Dr Joe Blogs
11/07/2017		General Referral - MRI	Dr Joe Blogs
08/07/2017	14/07/2017	General Referral - Ultrasound	Dr Joe Blogs
03/04/2017		General Referral - CUH X-Ray	Dr Joe Blogs

Step 3

Select Hospital Type 'Private'.

The screenshot shows the 'Patient Search' form in a software application. The window title is 'Socrates (2.4.3.3) - Dr Joe Blogs Logged On - Demo Practice'. The form header includes 'Patient Search' and patient details: 'Michael Test', 'DOB: 29/03/1969', 'Sex: Male', and 'Address: Main Street, Swords, Dublin.'. The 'Hospital Type' section has two radio buttons: 'Public' and 'Private'. The 'Private' radio button is selected and highlighted with a red box. Below this are several input fields: 'Select Hospital' (a dropdown menu), 'Select Referral' (a dropdown menu), 'Surname', 'First Name', 'DOB', 'Hospital No.', 'Address', and 'Sex'. At the bottom of the form are 'Search' and 'Clear' buttons. A table-like structure is visible at the very bottom with columns for 'Surname', 'First Name', 'DOB', 'Sex', and 'Address'.

Step 4

Click the 'Select Hospital' list and select Kingsbridge Private Hospital.

This screenshot shows the same 'Patient Search' form as in Step 3. The 'Hospital Type' section now has both 'Public' and 'Private' radio buttons unselected. The 'Select Hospital' dropdown menu is open, and 'Kingsbridge Private Hospital' is selected, highlighted with a red box. The rest of the form, including the patient details and other input fields, remains the same as in the previous screenshot.

Step 5

Click the 'Select Referral' list to choose what type of referral (speciality/department/service) you wish to send the patient to.

Socrates (2.4.3.3) - Dr Joe Blogs Logged On - Demo Practice

File Edit Accounts Window Help

Consultation - Michael Test

Patient Search Michael Test
DOB: 29/03/1969 Sex: Male Address: Main Street, Swords, Dublin.

Referral

- ▶ Patient Search
- ▶ Patient Details
- ▶ Referral Details
- ▶ Summary
- Close

Hospital Type: Public Private

Select Hospital: Kingsbridge Private Hospital

Select Referral: **Cardiology Referral**

Surname: Hospital No:

First Name: Address:

DOB: Sex:

Search Clear

Surname	First Name	DOB	Sex
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Step 6

(Scenario A) - the patient **has not** been referred electronically to Kingsbridge before

If the patient **has not been referred electronically** to Kingsbridge before click the 'Create New Patient' button in the bottom right corner, followed by 'Next' on the following screen.

Surname: Hospital No:

First Name: Address:

DOB: Sex:

Search Clear

Surname	First Name	DOB	Sex	Address	MOB	Hospital
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Appointments

Waiting Rooms

Patient Medication

Consultation

Reports

Communication

The Control Panel

No Patient's Found

Create New Patient (if not found) >>

(Scenario B) - the patient **has** been referred electronically to Kingsbridge before

If the patient **has been referred electronically** to Kingsbridge before then the patient's name will already be saved on the Healthlink platform and will therefore automatically appear in the bottom half of the screen. Double click anywhere on the name.

Surname: Hospital No:

First Name: Address:

DOB: Sex:

Search Clear

Surname	First Name	DOB	Sex
Test	Michael	29/03/1969	M

Step 7

The 'National Standard Referral Form' will load up. Fill in the patient referral information as normal.

Note: demographic and clinical information, such as past medical history, medications, etc. that have already been saved in the patient's chart will automatically populate the appropriate sections of the letter, meaning additional work/typing is kept to a minimum.

When all referral information has been filled in click 'Next' in the bottom right corner.

The screenshot shows a software interface for entering referral information. The window title is 'Socrates (24.3.3) - Dr Joe Blogs Logged On - Demo Practice'. The main area is titled 'Consultation - Michael Test' and 'Electronic Referral'. It contains several sections: 'Allergies / Adverse Medication Events', 'Past allergies will automatically populate here.', 'Relevant Family History: Family history will automatically populate here.', 'Vitals: Pulse (bpm), BP Systolic/Diastolic (mm/hg), Weight (78.00 Kg), Body Height (1.80 metres), Body Mass Index (24.07 Kg/M2).', 'Lab Investigation: Add.', 'Rad Investigation: Add.', 'Clinical Examination', 'Social History: Drinker (Yes), Units of Alcohol (5) per week, Smoker (Current smoker), Number of Cigarettes (10) per day, Years Smoking (8).', 'Next of Kin (Name, no. Home/Work)', 'Current Medication', 'Patient on Anticoagulants (No), and 'Other Medication' (listing Perindopril Arginine, Cosimpresl, and Bisoprolol Fumarate). A 'Next >>>' button is highlighted in red in the bottom right corner.

Step 8

An A4 preview of the letter will appear on screen, which you can review to make sure you are happy with the referral before sending it. If you wish to edit it, you can do so by clicking the 'Back' button in the bottom right corner. When you are ready to send it click the 'Submit' button in the bottom right corner.

The screenshot shows an A4 preview of the 'National General Referral Form'. The header includes the logo of the Health Service Executive and the title 'National General Referral Form'. The form is populated with the following information:

- Patient Summary:** Michael Test (29/03/1969 - M, Main Street, Swords)
- Referring GP:** Blogs, Dr Joe
- Referral Priority:** Urgent
- General History:** Reason for Referral: Referral reason goes here.
- History of presenting complaints:** This is a sample referral.
- History of Past Illness:** Past history will automatically populate here.
- Allergies/Adverse Medication Events:** Past allergies will automatically populate here.
- Relevant Family History:** Family history will automatically populate here.
- Social History:** Physical mobility impairment: No; Smoker: Current smoker; Number of Cigarettes per day: 10; Years Smoking: 8; Drinker: Yes; Units of Alcohol per week: 5.
- Body Height:** 1.80 metres; **Weight:** 78.00 Kg; **Body Mass Index:** 24.07 Kg/M2.
- Current Medication:** Anticoagulant Use: No; Current Medication: 28 x PERINDOPRIL ARGININE 10MG FILM-COATED TABLETS; Current Medication: 28 x COSIMPRESL 5 MG + 5 MG TABLETS (BISOPROLOL FUMARATE/PERINDOPRIL ARGININE).

At the bottom of the preview, there are two buttons: '<<< Back' and 'Submit', both highlighted with a red box.

The referral will take approximately 3 seconds to deliver and will appear in the Kingsbridge booking office in real time where it will be triaged as normal. In the patient's chart the status of the referral will change to 'Delivered'.



Viewing Response Messages from Kingsbridge Private Hospital

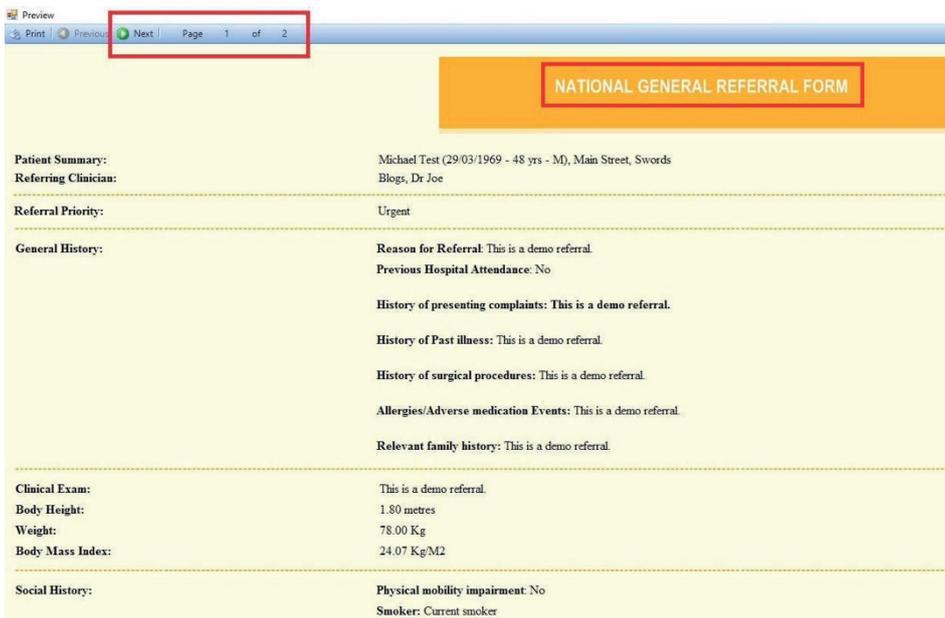
Option 1 – View response in the patient’s chart

If a referral response message is sent by Kingsbridge to the practice (via the Healthlink Online Portal) the status of the referral in the patient’s chart will change to ‘Response Received’.

On the left hand side of the screen you will see a ‘Sent’ date and a ‘Response’ date. The sent date is the date the referral letter was sent, and the response date is the date the response was received.



To view the response message for a particular referral double click anywhere on the referral line (highlighted in orange). The original referral letter will load up first. In the top left corner click the ‘Next’ button to move from page 1 (the referral letter) to page 2 (the response message).



Step 3

Click a response from the list on the left hand side to view it. If you wish, you can mark it as read by clicking the 'Mark as Read' button in the top left corner or assign a task to action it later on. Once marked as read it will be removed from this list but will always be viewable in the patient's chart as per Option 1 above.

Processed Referral Response Messages

Name: **Test, Michael** DOB: 29/03/1969 (48 yr 11 mo)
 Address: **Main Street, Swords, Dublin** Phone: M: 0875465454

Investigations
Appointment Messages
Referral Responses

Print Mark as Read Assign Task

1 of 1 Page 1 of 1

Received	Patient	Address
General	Dr Joe Bligh	
05/03/2018	Jane Test	
03/03/1961	Brand Jane	
General	Dr Joe Bligh	
14/07/2017	Michael Test	
29/03/1969	Main Street	
General	Dr Joe Bligh	
14/07/2017	Joe Test	
23/07/1988	Sample Street	
General	Dr Joe Bligh	
14/07/2017	Colin Test	
16/05/1946	Sea View	
General	Dr Joe Bligh	
14/07/2017	Jane Test	
03/03/1961	Brand Jane	
General	Dr Joe Bligh	
14/07/2017	Joe Test	
23/07/1988	Sample Street	
General	Dr Joe Bligh	
13/07/2017	Michael Test	
29/03/1969	Main Street	
General	Dr Joe Bligh	
13/07/2017	Philip Test	
23/04/1997	8192 Seagull Court	

NATIONAL GENERAL REFERRAL RESPONSE FORM

Patient Summary: Michael Test (29/03/1969 - 48 yrs - M), Main Street, Swords

Referral Overview:
Referral Received: Your referral has been received
OPD Arranged: Yes
Other Comments:

OPD Details:
OPD Clinic:
Appointment Date:

Reminder Comment: Please ensure the patient brings their medication details, along with relevant x-rays, scans and radiology reports, with them to their appointment.

Suggested Action for GP:

Suggested Action by Consultant:

Patient Demographics	General Practitioner Details
Patient Name: Michael Test	Hospital: Kingsbridge Private Hospital
Date of Birth: 29/03/1969 (Age: 48 years)	Clinic: Cardiology
Gender: Male	Respondent:
Address: Main Street Swords Dublin	GP: Bligh Dr Joe
Mobile: 0875465454	Medical Council Number: 012121
	Address: Demo Practice Lake Drive



Kingsbridge Private Hospital Sligo
Ray MacSharry Road, Sligo