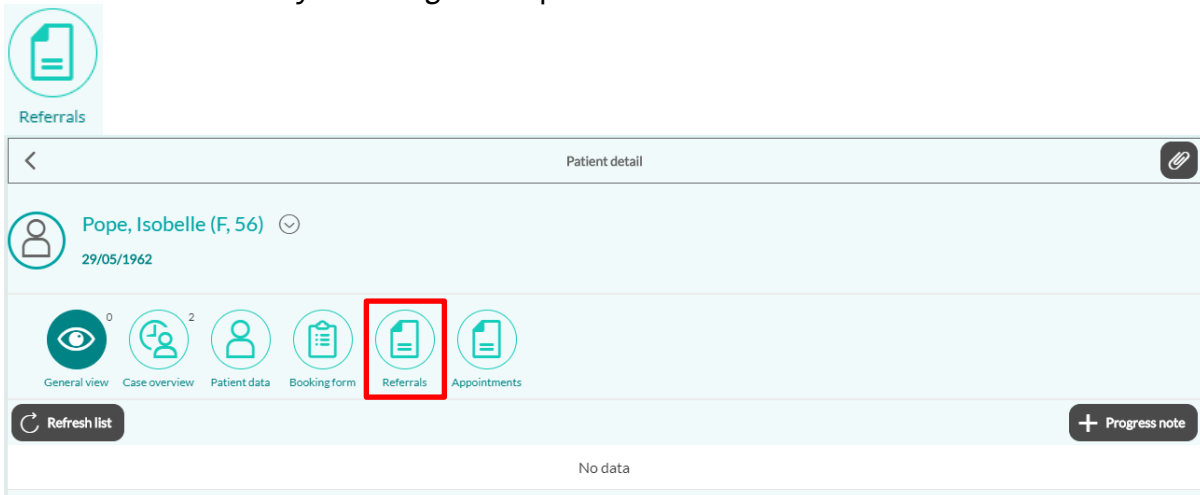


## Spire Consultant App (SCA) – User Guides

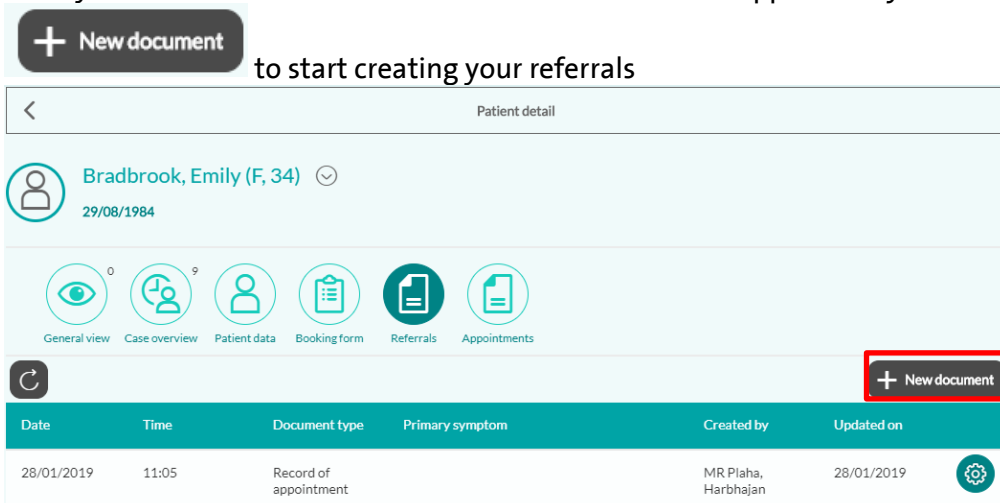
### Creating referrals

SCA enables you to complete referrals which can then be printed out and sent to the relevant department in your Spire Hospital. Both consultants and secretaries can create referrals. Please note that prescriptions can only be generated by a consultant.

Referrals are accessible via a button within the patient screen. You can get to the patient screen from the Clinic List or by searching for the patient in ‘Patient Search’



Once you have clicked on ‘Referrals’ the screen below will appear and you should click



**Note:** If you have previously created one or more referrals for this patient, these will be listed on the screen as you can see in the example above.

Once you have clicked on New Document this screen will appear:



The referrals you can create and print are:

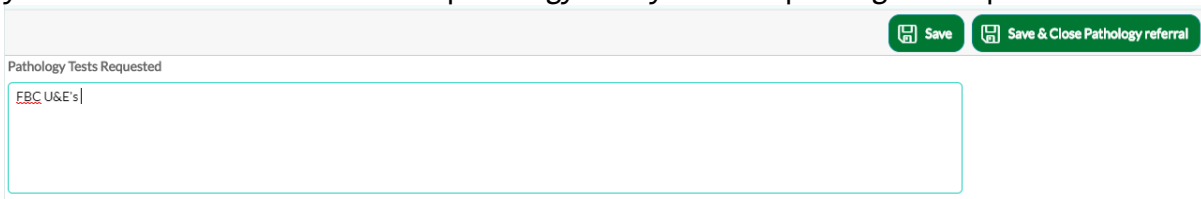
- Physio referral
- Outpatient service referral
- Consultant referral
- Imaging referral
- Prescription

There is an option for Pathology referral but you cannot print this currently. This should only be used as a notes section to record the pathology tests you have requested.

To create any referral you single click on the green button for the type of Referral. Guides for each referral type are below.

## Pathology referral

When you click on Pathology referral the screen below will appear and you can then type in anything you would like to record about the pathology tests you are requesting for the patient.



The screenshot shows a web interface for entering pathology test requests. At the top right, there are two green buttons: 'Save' and 'Save & Close Pathology referral'. Below these is a text input field with the label 'Pathology Tests Requested'. The field contains the text 'FBC U&E's'.

Once you have completed your text, click  - you will then be returned to the main referrals screen

**Remember this is purely a notes section and all pathology referrals should be created manually in accordance with the current process at your Spire hospital.**

## Physio referral

This is where you create a referral to the Spire Physiotherapy department. If you click on Physio referral, the screen below will appear:

The screenshot shows a web form for creating a physiotherapy referral. At the top right, there are two green buttons: 'Save' and 'Save & close physio referral'. The form has three main sections, each with a heading and a text input box:

- Physio**: A text box containing the placeholder text "Physio name or leave blank for Open Referral".
- Consultant referral summary**: A larger empty text box.
- History of current medical concern, including reason for referral**: Another large empty text box.

If you want to refer to a named physiotherapist you want to refer to you should type this into the top box – alternatively leave it blank and the letter will then be addressed 'Dear Colleague':

This screenshot shows the 'Physio' field from the form above. The text 'Simon Anderson' has been entered into the text box, and the cursor is at the end of the text.

In the remainder of the boxes you are able to free text any information that you feel is necessary for the referral. You are not obliged to complete all of the fields but whatever you do write in the boxes will print off under the corresponding heading of the field. See screenshot of example letter below.

## Physio referral – example letter

Private and Confidential:

RE: Mrs Emily Bradbrook  
29.08.1984

3 Dorset Rise  
London  
Great Britain  
N1 0BT

  
**Spire**  
Hartswood Hospital

Eagle Way  
Essex

CM13 3LE

Tel: 01277 266702

Date of appointment: 05.03.2019

Dear Colleague

Specialty: Physio

I saw the above named patient in my clinic today. I believe this patient would benefit from an onward referral and I have detailed below the specific referral details.

**Consultant referral Summary**  
Patient attended with sore left knee after falling 2/52 ago

**Examination Undertaken**  
On examination the knee is swollen and bruised with limited movement

Yours sincerely

Dr Harbhajan Plaha Orthopaedic Surgery

Once you have completed your text you should click

 Save & close physio referral

- you will then be returned to the main referrals screen

## Outpatient service referral

This is where you create a referral to a specialised nurse led clinic such as Cardiac Test Clinics. If you click Outpatient services referral, the screen below will appear:

Save Save & close outpatient service Referral

Specialty

Consultant

Consultant referral summary

History of current medical concern, including reason for referral

In the top Speciality field, select the speciality from the drop down list provided.

In Consultant, type the name of the clinic you are referring to – see example below


Specialty

Consultant

In the remainder of the boxes you are able to free text any information you feel is necessary for the referral. You are not obliged to complete all of the fields but whatever you do write in the boxes will print off under the corresponding heading of the field. See screenshot of example letter below.

## Outpatient referral – example letter

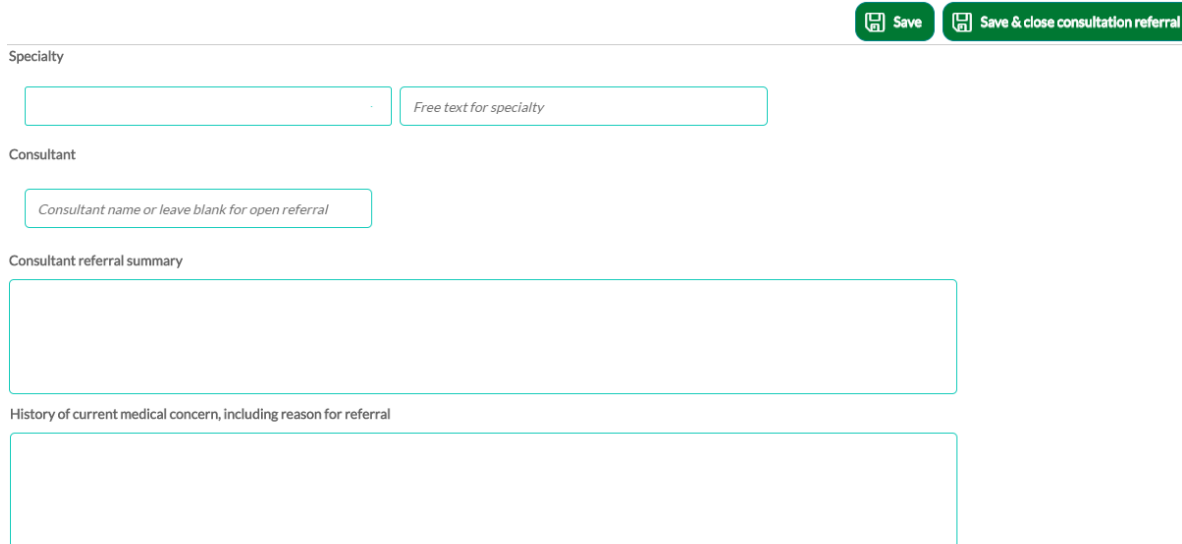
Private and Confidential: Orthopaedic Nurse Clinic	 <b>Spire</b> Hartswood Hospital
RE: Mrs Emily Bradbrook 29.08.1984	Eagle Way Essex
3 Dorset Rise London Great Britain N1 0BT	CM13 3LE Tel: 01277 266702
Date of appointment: 05.03.2019	
Dear Orthopaedic Nurse Clinic Specialty: Orthopaedic Surgery	
I saw the above named patient in my clinic today. I believe this patient would benefit from an onward referral and I have detailed below the specific referral details.	
<b>Consultant referral Summary</b> Patient attended with sore left knee after falling 2/52 ago	
Yours sincerely	
Dr Harbhajan Plaha Orthopaedic Surgery	

Once you have completed your text click  you will then be returned to the main referral screen.

## Consultant referral

This is where you create a referral to another consultant.

If you click Consultant referral, the screen below will appear:



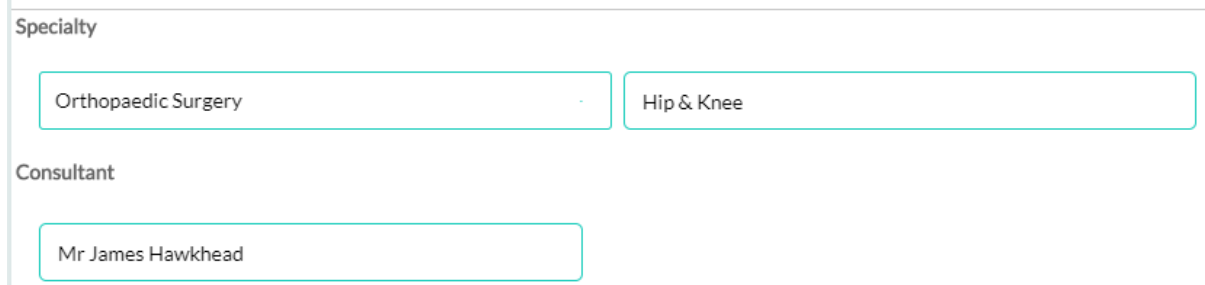
The screenshot shows the 'Consultant referral' form with the following fields:

- Specialty:** A dropdown menu with 'Free text for specialty' as a placeholder.
- Consultant:** A text input field with the placeholder 'Consultant name or leave blank for open referral'.
- Consultant referral summary:** A large text area for a summary.
- History of current medical concern, including reason for referral:** A large text area for medical history.

At the top right of the form are two buttons: 'Save' and 'Save & close consultation referral'.

In the top Speciality field you should choose the speciality you want from the drop down list provided. In the second field you can type in the sub speciality if that is appropriate for the referral (see example below).

You can either leave the consultant name field blank if you do not want to name a consultant (and the letter will address to Dear Colleague), or you can type in the consultant's name (see example below.)



The screenshot shows the 'Consultant referral' form with the following example data:

- Specialty:** The dropdown menu is set to 'Orthopaedic Surgery' and the text input field contains 'Hip & Knee'.
- Consultant:** The text input field contains 'Mr James Hawkhead'.

In the remainder of the boxes you are able to free text any information you feel is necessary for the referral. You are not obliged to complete all of the fields but whatever you do write in the boxes will print off under the corresponding heading of the field. See screenshot of example letter below.



## Consultant referral – example letter

Private and Confidential: Mr J Stones	 <b>Spire</b> Hartswood Hospital
RE: Mrs Emily Bradbrook 29.08.1984	Eagle Way Essex
3 Dorset Rise London Great Britain N1 0BT	CM13 3LE Tel: 01277 266702
Date of appointment: 05.03.2019	
Dear Mr J Stones Specialty: Orthopaedic Surgery Hip & Knee	
I saw the above named patient in my clinic today. I believe this patient would benefit from an onward referral and I have detailed below the specific referral details.	
<b>Consultant referral Summary</b> Patient attended with sore left knee after falling 2/52 ago	
<b>Examination Undertaken</b> On examination the knee is swollen bruised with limited movement	
Yours sincerely	
Dr Harbhajan Plaha Orthopaedic Surgery	

Once you have completed your text click



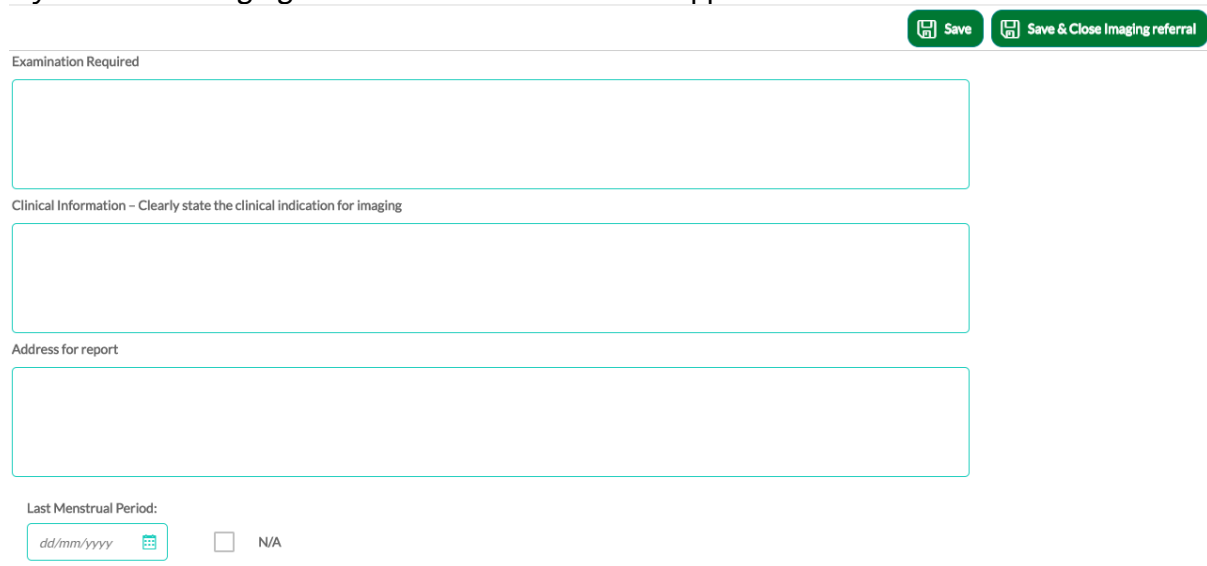
- you will then be returned to the main referral screen.

## Imaging referral

This is where you are able to create imaging referrals for your patients.

Each modality must have its own referral and two tests cannot be requested on the same referral so you cannot have for example; MRI - left Knee and X-Ray - left knee on the same request.

To create more than one imaging referral you should follow the process below for each one. If you click on Imaging referral the screen below will appear:



The screenshot shows a web form for creating an imaging referral. At the top right, there are two green buttons: "Save" and "Save & Close Imaging referral". The form contains the following sections:

- Examination Required:** A large empty text box.
- Clinical Information – Clearly state the clinical indication for imaging:** A large empty text box.
- Address for report:** A large empty text box.
- Last Menstrual Period:** A date input field with a calendar icon, a checkbox, and the text "N/A".


In the examination required field, type in what you are requesting e.g MRI left knee.

Clinical Information should be completed with the relevant information and reason for the imaging request.

Address for report can be left blank – all reports are addressed to the requesting consultant at the Spire Hospital they are working at.

Last Menstrual Period date can be selected or N/A can be ticked if not applicable.

Imaging referral – example of output



**Spire**  
Hartwood Hospital

Eagle Way  
Essex  
CM13 3LE  
Tel: 01277 266702

### Imaging Referral

Pat. ID:	31773884	Episode No.:	HWDH000174
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<b>Examination required</b>
MRI Left Knee

<b>Address / Room No.</b>	<input type="checkbox"/> IP <input type="checkbox"/> OP
3 Dorset Rise London Great Britain	
Postcode:	N1 0BT

<b>Clinical Indication</b>
Patient fell 2/52 ? cartilage tear

<b>Telephone number(s)</b>
Home: 01234 545454      Mobile: 07854 121212
Work: 0800 169 177

<b>Specific radiologist required</b>

Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth: 29.08.1984
---	---------------------------

<b>Referring physician</b>
MR Harbhajan Plaha

<b>LMP Date</b>	<input type="checkbox"/> N/A
OR	
Sign	Date
To the best of my knowledge I am not pregnant.	

<b>Address for report / films</b>
Dr. Plaha, Hartwood Hospital

<b>Additional Information</b>

<b>Signature</b>
Date: 05.03.2019

FOR HOSPITAL USE						
No. of Images	No. of exp	Fluoro time / factors	Dose Gy/cm2	Radiographer	Date	Equipment
Drug		Amount	Batch No.		Administered by	
Service Code		Area	Quantity	Price	Radiologist	Charged by

## Imaging referral – example of what was completed to generate the output

The screenshot shows a web application window titled "Referrals" with a close button (X) in the top right corner. Below the title bar, there is a header area with "Record of appointment" and three buttons: "Print", "Save", and "Save and close". A navigation bar below the header contains three tabs: "Record of appointment", "Imaging referral" (which is active), and "Referral list". On the right side of the main content area, there are two buttons: "Save" and "Save & close Imaging referral".

The form content includes:

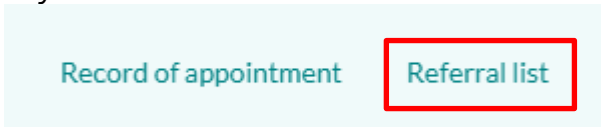
- Examination required:** A text box containing "MRI Left knee".
- Clinical information – Clearly state the clinical indication for imaging:** A text box containing "Patient presented with swelling of left knee ligament tear?".
- Address for report:** An empty text box.
- Last menstrual period:** A date input field with the placeholder "dd/mm/yyyy" and a calendar icon, followed by an unchecked checkbox and the text "N/A".

Once you have completed the fields click  - you will then be returned to the main referral screen.

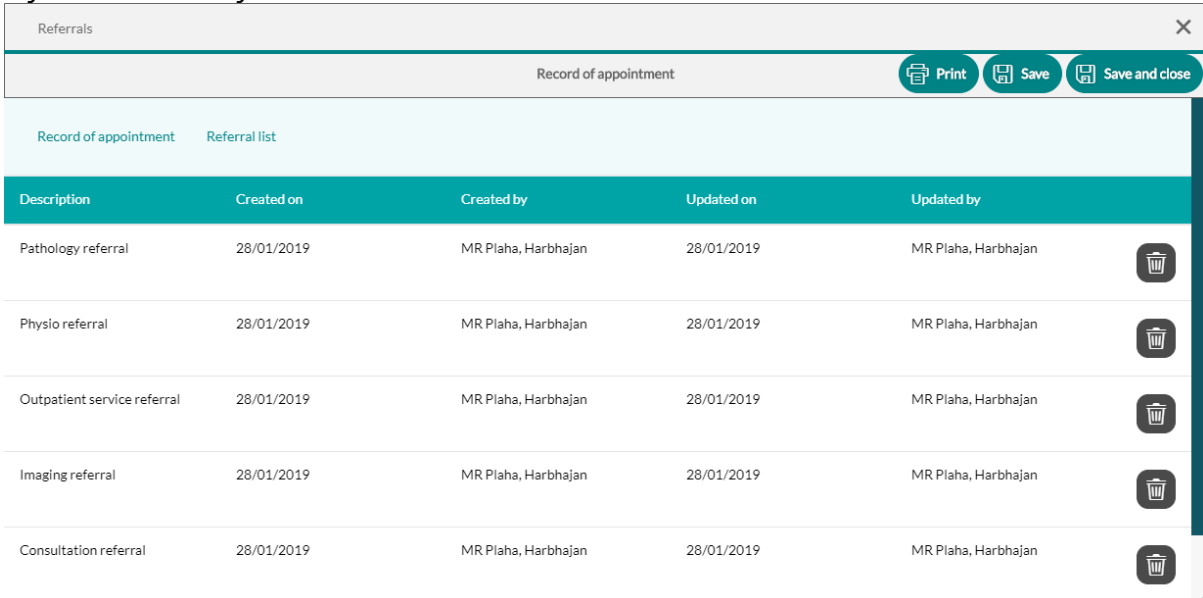
### Prescription form

**Only consultants have access to complete Prescription referral forms. We have created a separate user guide for generating prescriptions in SCA.**






Any created referrals are saved in the 'Referral list' at the top left of the screen:



If you click on this you will see the list as below:



The screenshot shows a window titled 'Referrals' with a close button (X) in the top right. Below the title bar is a navigation bar with 'Record of appointment' and 'Referral list' buttons. To the right of the navigation bar are three action buttons: 'Print', 'Save', and 'Save and close'. Below this is a table with the following data:

Description	Created on	Created by	Updated on	Updated by	
Pathology referral	28/01/2019	MR Plaha, Harbhajan	28/01/2019	MR Plaha, Harbhajan	
Physio referral	28/01/2019	MR Plaha, Harbhajan	28/01/2019	MR Plaha, Harbhajan	
Outpatient service referral	28/01/2019	MR Plaha, Harbhajan	28/01/2019	MR Plaha, Harbhajan	
Imaging referral	28/01/2019	MR Plaha, Harbhajan	28/01/2019	MR Plaha, Harbhajan	
Consultation referral	28/01/2019	MR Plaha, Harbhajan	28/01/2019	MR Plaha, Harbhajan	

The referral list is where you go to edit referrals you have previously created – you do this by single clicking on a referral.

You can delete an incorrectly created referral by clicking the bin next to it.