

refertopharmacy

Get the best from your medicines and stay healthy at home

HOW TO PROCESS REFERRALS RECEIVED FROM A HOSPITAL WITHIN COMMUNITY PHARMACY

Log In:

Log in using Username Provided on sign up

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1020 8424 0860



Log In:

 Enter requested digits from Password and Pin created at point of Sign up

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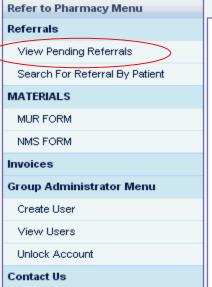
Login			
Please login to access this section.			
Your Password:			
Please note your password is case sensitive.			
Enter the 1st digit from your Password:			
Enter the 3rd digit from your Password:			
Enter the 4th digit from your Password:			
Your Pin:			
Enter the 2nd digit from your Pin:			
Enter the 4th digit from your Pin:			
	Sign In		

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View Pending Referrals

- View Pending Referrals for patients that have been referred to your pharmacy by a hospital
- Click View tab link against patient name

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Viewing & Accepting/Rejecting Patient Referral

- Review Patient Data & Determine if appropriate for this patient to be accepted for referral to your Pharmacy
- Take appropriate action by clicking Accept Referral tab or **Reject Referral** Tab



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Home > Accept/Reject Referral Log out Julian Wyar			 Log out Julian Wyatt
Patient ID		352	
Patient Na	пе	Christian Brown	
Patient Dat	e Of Birth	09/11/1987	
Patient Se:	<	Male	
Patient Tel	phone Number	020754890728	
Patient Alto	ernative Number		
Patient Co	untry Of Birth	UK	
Age		27 years 2 months	
Date & Tim	e Admitted	14/01/2015 08:01	
Street Add	iress	30 Crichton street	
Town		London	
Postcode		ST6 6AT	
GP Name		Mr Jones	
GP Postco	de	BB1 6PH	
Referral ID		852	

Zeinab Sarmadi Referral Made By Referral Date 28/11/2014 Referral Type Information Referral Reason Referral Recipient Pharmacy Referral Notes

Accept Referral

Reject Referral

How to View Accepted Patients

- Click the Search for Referral By Patient tab, this will show you the patients that you have accepted for a referral to your pharmacy
- Click on the View link beside patient name to view referral content

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■ Log out Julian Wyatt Home > View Patients Refer to Pharmacy Menu Referrals View Patients View Pending Referrals Search Search For Referral By Patient MATERIALS First Name: Surname: MUR FORM RXR Number: Patient ID: Search NMS FORM Invoices RXR Number DOB Referral ID Action 😩 ID 💠 First Name Surname Group Administrator Menu 352 860 <u>View</u> 2222 Christian Brown 09/11/1987 Create User View Users 351 5555 Ross 20/12/1988 <u>View</u> Janet 863 Unlock Account 350 3333 Mary Smith 18/01/1950 857 <u>View</u> Contact Us 350 3333 Mary Smith 18/01/1950 861 <u>View</u> 349 6666 Peter Scott 01/09/1965 864 <u>View</u> Stewart 862 348 4444 Knight 11/06/1990 <u>View</u> 348 4444 Stewart Knight 11/06/1990 858 <u>View</u> M4 PM 20 ▼ Entries Per Page Displaying Page of

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NMS Referral Type :

- Here you are able to enter the date each consultation was completed with the patient under the Consultation 1 field
- Additional notes can be added to the record under the Notes field
- By clicking on the **Outcome** field, select the appropriate entries provided from the dropdown menu e.g. NMS completed
- Then click the **Update Referral** Tab
- Once the above steps are completed the patients referral will now be complete

Refer to Pharmacy Menu	Home > Update Referral		Log out Julian Wya
Referrals			
View Pending Referrals	Patient ID	105	
Search For Referral By Patient	Patient Name	Christian Brown	
MATERIALS	Patient Date Of Birth	09/11/1987	
MUR FORM	Patient Sex	Male	
NMS FORM	Patient Telephone Number	020754890728	
Invoices	Patient Alternative Number		
Group Administrator Menu	Patient Country Of Birth	ÜK	
Create User	Age	26 years 11 months	
View Users	Date & Time Admitted	30/10/2014 01:10	
Unlock Account			
Contact Us	Street Address	3 Crichton Street	
	Town	London	
	Postcode	ST1 2BQ	
	GP Name	Mrs Smith	
	GP Postcode	BB1 6PH	
	Referral ID	236	
	Referral Made By	Julian Wyatt	
	Referral Date	30/10/2014	
	Referral Type	NMS	
	Referral Reason		
	Referral Drug	Aspirin	
	Referral Recipient	Pharmacy	
	Referral Notes		
	CLICK HERE TO VIEW DISCHAR	GE LETTER	
	Appointment Booked *	30/10/2014	
	NMS COMPLETED		
	Consultation 1	30/10/2014	
	Consultation 2	0	
	Consultation 3	•	
	Notes		
	Outcome	NMS completed ▼	
	Update Referral		

MUR Referral Type:

Unlock Account

Contact Us

- •Within a MUR referral, a facility to enter appointment dates and details of the outcomes of the MUR are able to be entered
- •Additional notes can be added to the record under the **Notes** field
- •By clicking on the **Outcome** field, select the appropriate entries provided from the dropdown menu e.g. MUR completed
- •Then click the **Update Referral** Tab
- •Once the above steps are completed the patients referral will now be complete

Date & Time Admitted	14/01/2015 08:01		
Street Address	17 Sneyd Road		
Town	London		
Postcode	ST4 1BU		
GP Name	Miss Austin		
GP Postcode	BB1 6PH		
Other Referrals	<u>View</u>		
Referral ID	857		
Referral Made By	Julian VVyatt		
Referral Date	03/12/2014		
Referral Type	MUR		
Referral Reason			
Referral Recipient	Pharmacy		
Referral Notes			
CLICK HERE TO VIEW DISCHARGE L			
Appointment Booked *	()		
MUR COMPLETED	①		
Notes added to PMR:			
Referred to GP:			
Notes			
Outcome	Please select ▼		
Update Referral			

Care Home Referral Type:

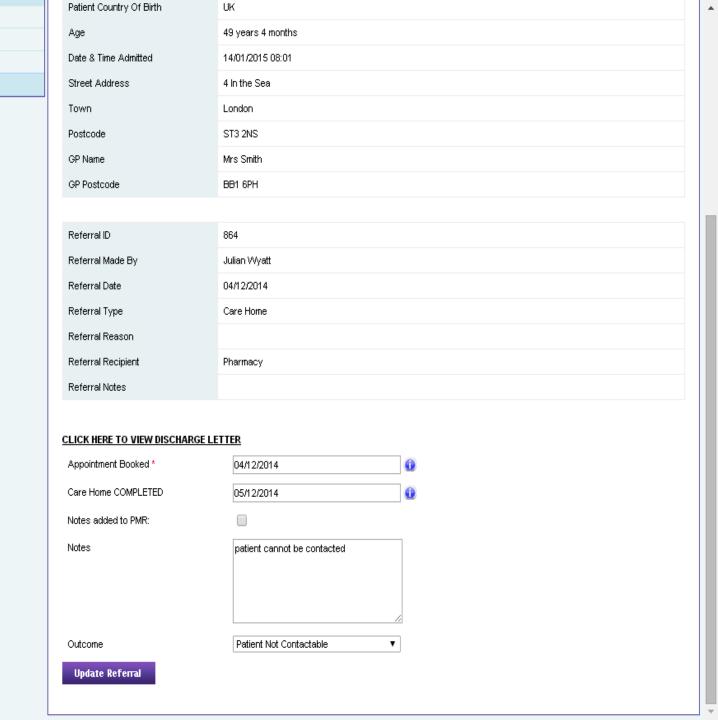
Create User

View Users

Contact Us

Unlock Account

- •Information is provided within this tab relevant to the patients care details
- •Additional notes can be added to the record under the **Notes** field
- •By clicking on the **Outcome** field, select the appropriate entries provided from the dropdown menu e.g. MUR completed
- •Then click the **Update Referral** Tab
- •Once the above steps are completed the patients referral will now be complete



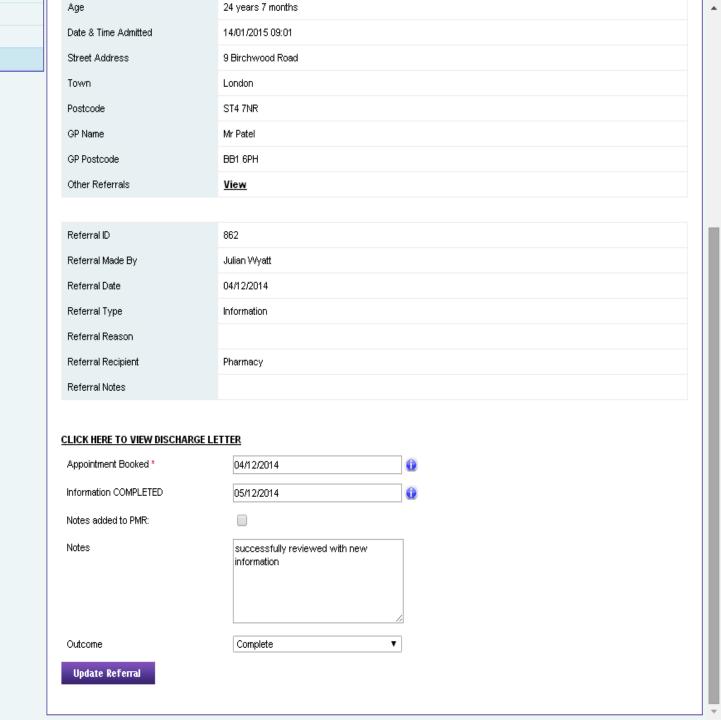
Information Referral Type:

View Users

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Unlock Account

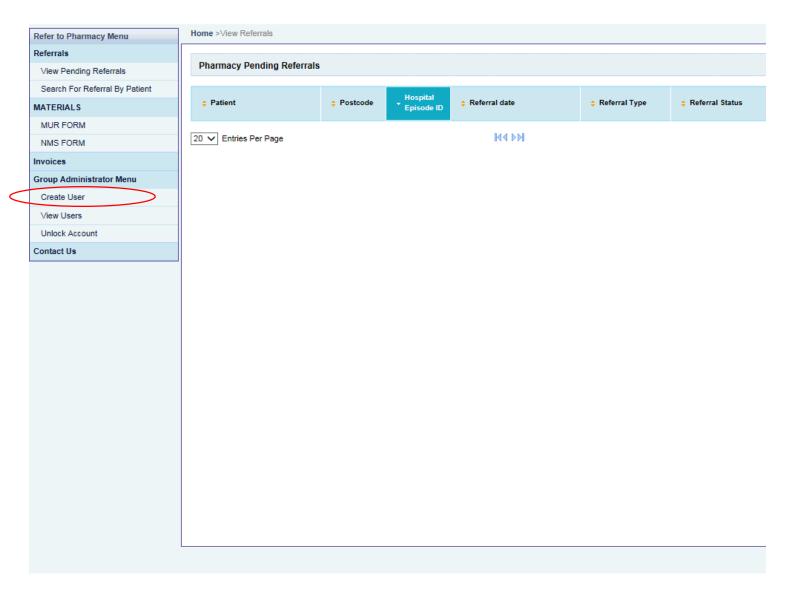
- •Here information is provided about the patient's Social & Pharmaceutical care needs
- •Additional notes can be added to the record under the **Notes** field
- •By clicking on the **Outcome** field, select the appropriate entries provided from the dropdown menu e.g. MUR completed
- •Then click the **Update Referral** Tab
- •Once the above steps are completed the patients referral will now be complete



Creating additional users

- •When logged in as the admin user it is possible to create new users for the Pharmacy
- •Click CREATE user. A new page will be displayed where the users details may be added





Creating additional users

- •Complete each of the entries on the form
- •You can use a numeric or alphanumeric username this should be between 8 and 11 characters don't forget to make a note to give details to the user you have created
- •Select the appropriate role for the user, usually this would be 'Normal User' unless you want to add a user who can make changes to user access on your system in which case select 'admin user'
- Click

Save

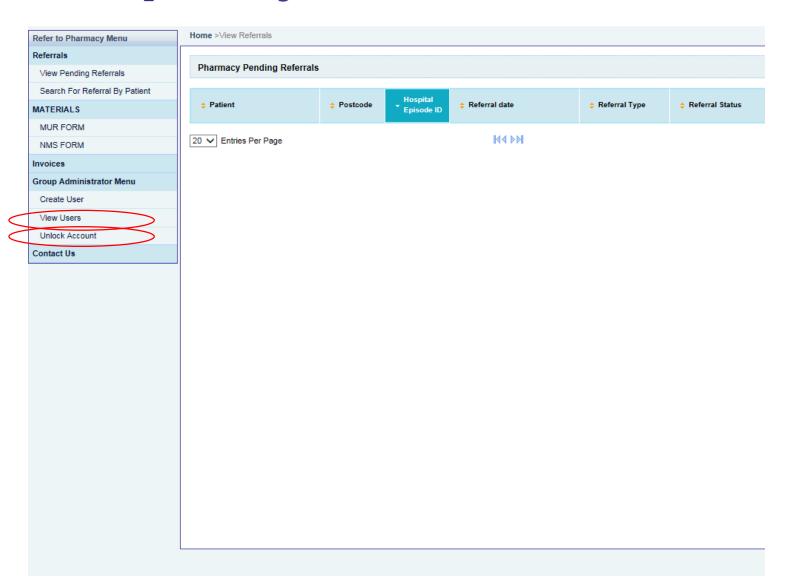
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Refer to Pharmacy Menu	Admin > Add User				
Referrals	Refer to Pharmacy				
View Pending Referrals	Refer to Priamacy				
Search For Referral By Patient	Create User				
MATERIALS					
MUR FORM	First Name: *				
NMS FORM	Surname: *				
Invoices	Email address: *				
Group Administrator Menu	Confirm email address: *				
Create User	Username: *				
View Users					
Unlock Account	Password: *				
Contact Us	Confirm password: *				
	User role: *	Please select 🗸 🔞 Please choose user role			
	* indicates a required field	Cancel Save			

Managing users

- •When logged in as the admin user it is possible to manage users at your Pharmacy
- <u>VIEW USERS</u> Click this option to update user details including resetting a password or changing a PIN. This option can also be used to deactivate a user account
- <u>UNLOCK ACCOUNT</u> If a user has attempted to access their multiple times with an incorrect password the account will become locked use the unlock account option to re-set the system

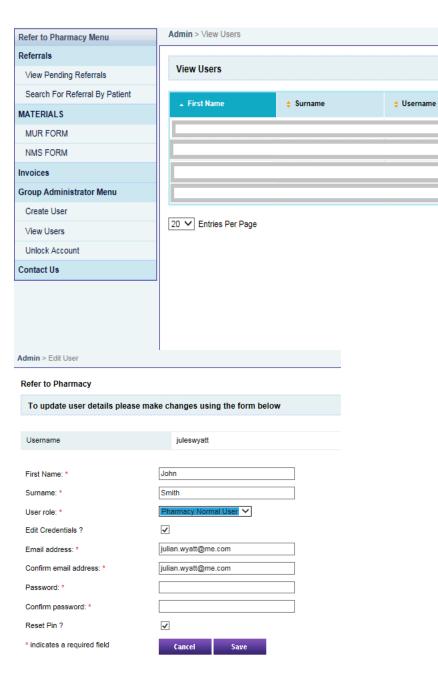
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Updating users

- From the <u>VIEW USERS</u> option select <u>UPDATE</u> to make changes
- Or DEACTIVATE to block user access

Changing a password or Resetting a PIN



■ Log out

Update Deactivate

Updat€ Deactivate

Deactivate

<u>Deactivate</u>

Displaying Page 1

Action

Update

<u>Update</u>

User Role

Pharmacy Admin User

Pharmacy Normal User

Pharmacy Admin User

Pharmacy Admin User

M4PM

User Status

Active

Active

Active

Active