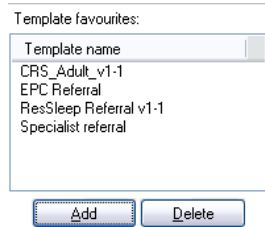
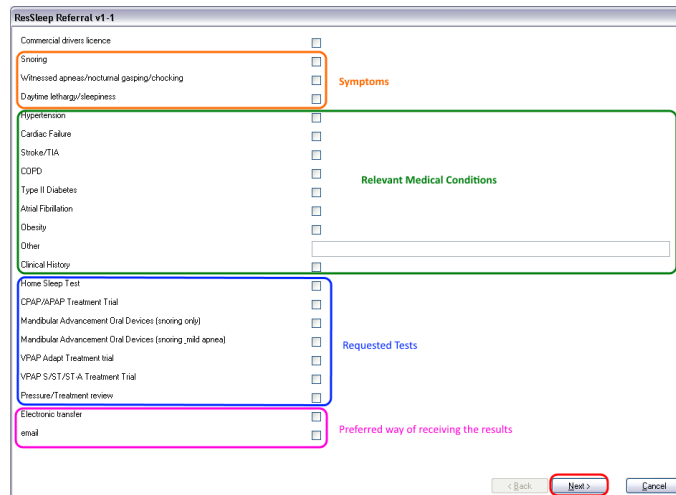


BEST PRACTICE

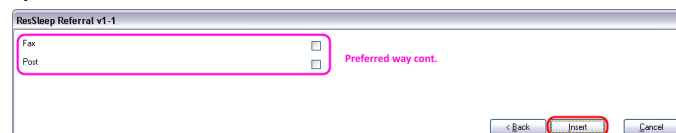
1. With the correct **Patient** open, open the *Word Processor*
2. Select the *ResSleep Referral v1-1* from the Template favourites (bottom left-hand of screen)



3. Select the *Symptoms* (circled in orange), *Medical conditions* (circled in green), *tests required* (circled in blue) and *preferred method of receiving results* (circled in pink) from the pop up screen (shown below) and click *Next*



- a. Select *preferred method* if **Fax** or **Post** click *Insert*



4. Print the document
5. Save to the **Patient file**
6. Enter the following information in the Document Details screen (shown below)
 - a. *From Doctor*: Defaults to current user
 - b. *To Doctor*: Leave blank (not required)
 - c. *Subject*: ResSleep Referral (circled in red)
 - d. *Comment*: (not required, circled in orange)
 - e. Un tick *save as draft* (circled in green)
 - f. Click to *add follow-up action* (circled in blue)
 - g. Click *Save* (circled in purple)

