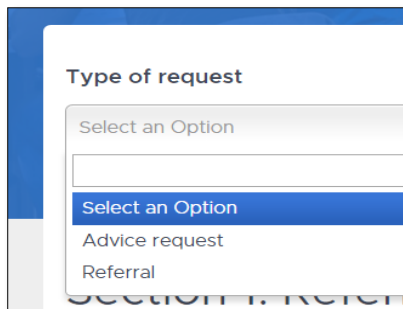


## Completing the online submission form

The online form has been designed around the key elements of the advice request and referral request forms that are currently submitted by fax.

### **Choosing the right form**

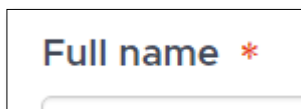
After following the link from the hospital webpage you will note that there is a dropdown menu at the top of the form. This is where you can choose whether you wish to complete a referral or an advice request.



The image shows a screenshot of a web form. At the top, there is a section titled "Type of request". Below this title is a dropdown menu. The menu is currently open, showing three options: "Select an Option" (which is highlighted in blue), "Advice request", and "Referral". The text "SECTION 1: REFERRAL" is partially visible at the bottom of the screenshot.

### **Mandatory areas**

The forms are straight forward enough and aim to capture all of the key information required. There are of course some areas that are mandatory and if not completed, will prevent the form from being submitted. These are clearly marked with an asterisk.

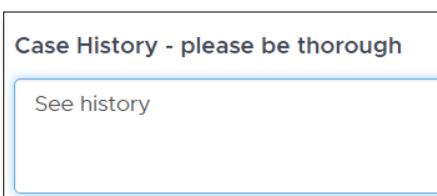


The image shows a screenshot of a text input field. The label "Full name" is followed by a red asterisk (\*), indicating that this field is mandatory.

### **Case History**

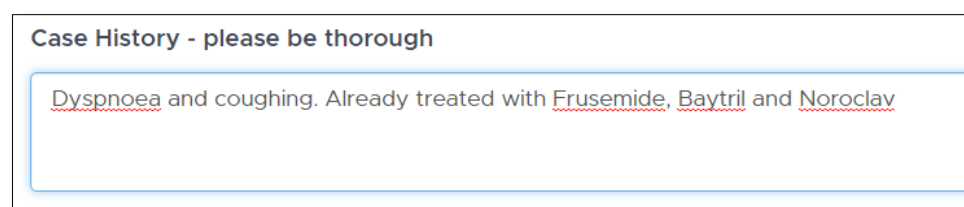
The case history is obviously important and is also a mandatory field. This field allows up to 750 words and we would ask that you put down a concise summary. This is especially important if we have not seen the patient before.

Submissions with the comments like the example below will unfortunately have to be returned for further details:



The image shows a screenshot of a text input field. The label "Case History - please be thorough" is at the top. The input field contains the placeholder text "See history".

Examples of more helpful case history submissions are shown below:



The image shows a screenshot of a text input field. The label "Case History - please be thorough" is at the top. The input field contains the text "Dyspnoea and coughing. Already treated with Frusemide, Baytril and Noroclav". The words "Frusemide", "Baytril", and "Noroclav" are underlined in red.


### Case History - please be thorough

Proteinuria - (no azotaemia)  
Hypertensive - (Av 185mmHG)  
Normal urinalysis sediment exam & urine culture negative  
Raised hepatic enzymes  
Hyperthyroid??

### **File uploads**


The forms do have the ability to upload documents and images. We have divided these into two distinct areas which will help us administer the requests more efficiently. The image below shows how they are laid out on the form.

#### Test Results (if available)

 Upload file

#### Other Attachments

This should supplement and not replace a thorough case history entered below.

 Upload file

Clicking on either one will take you to a download window where you can either drag and drop the files or browse your computer and choose.

If you do have any difficulty in using the form, please do not hesitate to get in touch.