Workflow User System Help

Task List

Ending a Referral (Death Notification)

Information

The following guide will show how to end a referral following a notification (task). This can be from the GP or other Community Service.

Instruction

- 1. Select Workflow from the top menu bar at the top of the screen and then Task list.
- 2. Select Patient Deceased from the All Open Tasks.
- 3. Right Click on the patient and from the menu Select Retrieve Patient. The patient's record will open.
- 4. Select Referrals (from the clinical tree), which will be under Referral In tab. Right Click and from the menu Select End Referral

Note: From here you will additional windows (pop ups)

- 5. Select the following:
 - 1) Reason for End of the referral
 - 2) Enter Date of Discharge / Place of death

3) Location after Discharge / Place of death. Select Location from the drop down menu.

- 4) Select Discharged Patient Died 5) Select OK
- 6. Select Yes. This will confirm that you would like to end the care at your service.

Question		×	
?	This patient now has no open referrals at this unit. Would you like to end care at Newcastle Health Visiting & School Health?		
	Yes No		

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Reference No: SystmOne/Ending a Referral Death Notice /Adam Venn/V1	

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Ctrl+T

₽	End Referral

🍸 End Referral : Newcastle Health Visitin	g & School Health Health Visiting Service	×
Referral End Details		
		1
Reason for end of referral	Discharge Death	
Date of discharge / death	19 Aug 2023 🔻 15:22	2
Location after discharge / place of death	Q	3
Interventions		
Discharged - Treatment completed		
Discharged - Moved out of the area		
Discharged - Patient died	4	
Duplicate referral request		
Discharged - Patient Requested Discha	arge	
Discharged - Refused to be Seen		
	5	
	Ok Cancel	

 Tick the Cancel boxes to cancel all remaining Appointments / Visit and then OK.

NOTE: If the patient has any active care plans you will need to end them

Cancel Appoint	tments, Visits, Recalls & Wai	ting Lists		>
Vr Donald John Du Do you want to can Caution: you may s teams/organisatior	ck-TestPatient's care has t cel any pending appointme ee appointments, visits, re is if your TPP organisation	been ended. nts, visits or active recalls and re calls or waiting list entries for this is within a shared admin group. 1	move from any waiting lists? patient from other You must ensure that only the	
appropriate activitie reams/organisation	es are cancelled. The patier	nt may not receive the appropriate nem.	e care from these other	
Select None Sel	ect All Invert			
	Staff Member	Details	Cancel	_
12 May 2023 11:00	SIMPSON, Andrew (Mr)	Dotaio		
12 May 2023 12:04	SIMPSON, Andrew (Mr)		Sec. 1	
19 Jul 2023 10:00	BELL, Kimberley (Mrs)		Sec. 1	

8. SAVE the record. Click on the Save button and fill out the Event Details and Click OK

9. Return to the Task List (Workflow / TaskList)

Right Click on the patient that you have ended the referral for.

From the menu, select **Change Status then Completed.** The task will now be marked as completed and disappear.



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