

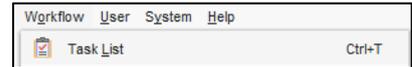
# Ending a Referral (Death Notification)

## Information

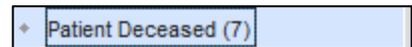
The following guide will show how to end a referral following a notification (task). This can be from the GP or other Community Service.

## 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:**

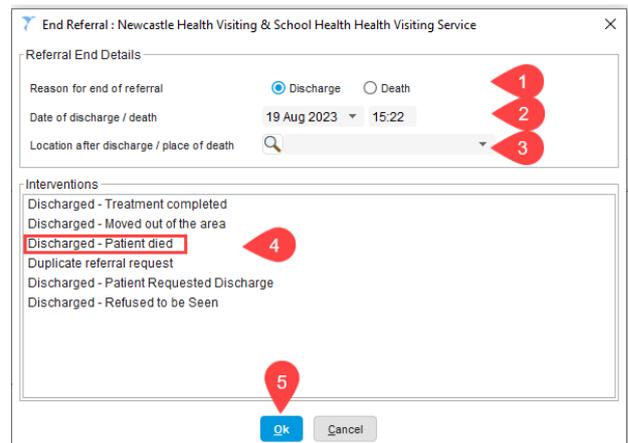
**1) Reason for End of the referral**

**2) Enter Date of Discharge / Place of death**

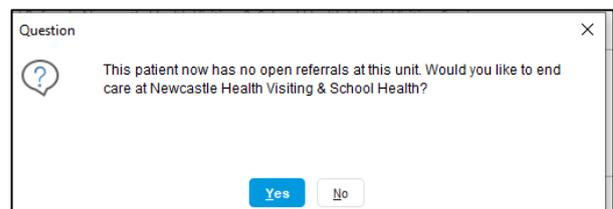
**3) Location after Discharge / Place of death. Select Location from the drop down menu.**

**4) Select Discharged – Patient Died**

**5) Select OK**

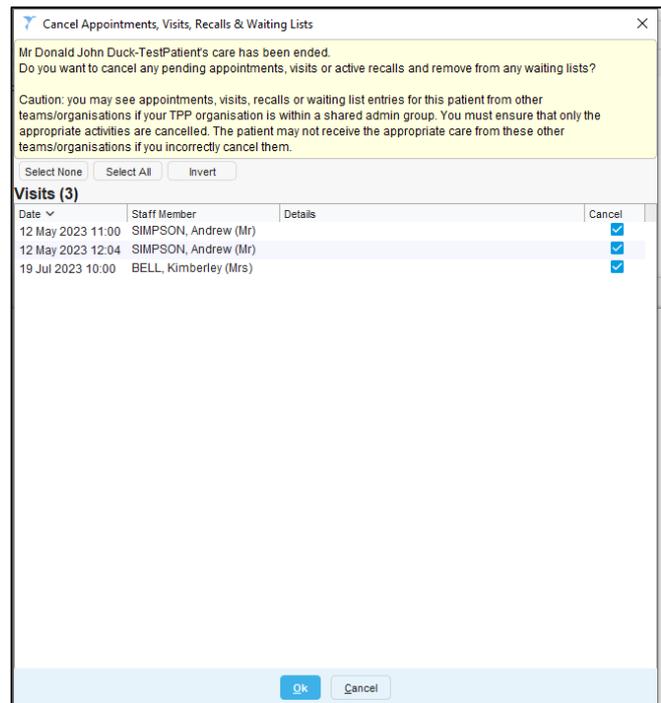


6. **Select Yes.** This will confirm that you would like to end the care at your service.



7. **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



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.

