

INFOFLEX WEB V6

QUICK REFERENCE GUIDE – PREHABILITATION REFERRAL

At the MDM meeting it would be decided if a patient requires prehabilitation. The following fields should then be completed:

- Search for and select the patient record
- View Cancer Pathways
- Select Appropriate Pathway
- Click on the MDT Meetings link (under patient banner bar)
- Select the appropriate MDM meeting
- Click on the Discussion / Care Plan Tab
- Navigate to the Outcomes and Actions Section at the bottom of the form
- Two fields are available for completion: Suitable for Prehabilitation, this is a tick box, clicking into the field will apply a tick. Next to this is the Prehabilitation Referral Made field which is a Yes/No code list, clicking on the down-arrow will enable the appropriate option to be selected.

Completing the Prehabilitation referral:

- Search for and select the patient record
- View Cancer Pathways
- Select Appropriate Pathway
- Click on the Specialist Referral link (under patient banner bar)
- Click on the + Add Specialist Referral button
- The specialist referral page requires the following fields to be completed as minimum to ensure that when the referral form is generated all of the mandatory items contained within it are completed:
 - Service Requested Date- use the 't' key to enter today's date
 - Person doing referral – enter user code or use the dictionary to search
 - eMail – will autopopulate based on the details held in the dictionary, if incorrect please contact the Infoflex support team.

- Telephone – will autopopulate based on the details held in the dictionary, if incorrect please contact the Infoflex support team.

The other items in the prehab referral form will automatically populate from data items within the patient's record (where they exist).

- Once the mandatory fields have been completed click on Save changes button
- Create the document by click on the Create Document button and selecting Kent and Medway Prehabilitation Referral Form
- The document will then open in a second tab of your web browser. It is a PDF format and cannot be edited.
- The form can now be saved, by moving the mouse pointer to the top of the PDF form, a black bar with a few options will appear with an option to

download Clicking on this button  will open the form to be saved to a suitable location, from which it can then be attached to an email and sent onto the prehab service (kmccg.kentandmedwayprehab@nhs.net).

Kent & Medway Prehab™

Patient gives consent to be referred *

Name *
Date of Birth *
NHS number
Telephone *
Address
Email
GP practice
Date of confirmed diagnosis
Planned treatment
Referrer's name *
Referrer's role *
Referrer's contact *

* Required field

Please, email this form to kmccg.kentandmedwayprehab@nhs.net

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