## Using the Ballarat Health Services SMART referral with Best Practice

These notes assume that:

* The most current SMART referral template has been added to Best Practice
* The template has not been added to the doctor’s *Template favourites* list.



With the patient’s record open:

**Click** on the *Letter Writer* button.



Click on *Templates*:

Click on *Use template*



**Scroll** down until you see

*BHS Smart Referral*

**Double click** on it.



When the *SMART referral* window

pops up:

**Click** in the box if the patient is an Aboriginal or Torres Strait Islander.

**Select** *Yes* or *No* from the *Interpreter* list.

**Select** the *Specialist* from the list.

This is vital as it gives you the number to which the referral is to be faxed.



**Choose** *Routine* or *URGENT* from the *Urgency* list.

**Click** in the box if there has been a *previous referral for the same condition.*

**Choose** *Outpatients* or *EMERGENCY* from the *Referral to* list.

**Choose** the appropriate *cancer status* from the list.

**PLEASE TURN OVER**



**Click** in the box if this is a *National Bowel Cancer screening referral*.

**Enter** the *reference number* if applicable.

**Click** in the boxes to indicate *consent* by the patient.

**Type** a *provisional diagnosis.*

**Type** the *history of the presenting complaint.*

**Click** on *Insert*.



The referral is displayed on screen.

It contains information from the patient’s record as well as that which you have just entered.

Add any further information you think relevant, particularly any relevant results and investigations.

**Print** and **save** the referral.

**Sign** the referral at the bottom of the last page.

**Fax** it to the number displayed.