

Receiving a Referral from RDNS

The referrals you receive from RDNS will have **(Not an S2S Client)** next to the client name.

27230	UEKERMAN, ANGELLIA, 04/05/1969 (Not an S2S Client)	10/12/2008 08:33	NEW
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You can view and print the referral in VIEW and/or COMPRESSED VIEW formats.
You can also acknowledge the referral at this point.

37210	XERONIOUS, CONSTANTINE, 23/04/1967 (Not an S2S Client)	21/01/2009 07:47	ACKNOWLEDGED
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You can do this by following the steps given below:

You will need to add this client to the S2S database by clicking on the [assign one](#) link

Referral cover sheet

General Referral Details

Referral ID: **39797**

Client: George Donnelly, 02/07/1922 **(Not an S2S Client, [assign one.](#))**

From: [System Service, System Agency](#)

To: **Private Psychiatric Services - PRAHRAN, Alfred Hospital**

Date/Time: **13/03/2009 14:46**

If the client is not an existing client, then you need to click on the **Assign to a new Client**

Assign this Referral to an S2S Client

Assign to an existing client **Assign to a new client**

Family name: <input type="text" value="Donnelly"/>	Family name	Given names	Sex	D.o.b.
Given names: <input type="text" value="George"/>				
Gender: <input type="text" value="-Select-"/>				
Date of birth: <input type="text" value="02/07/1922"/>				

Rows 1 - 6 from 0

Complete the other relevant fields such as Sex, Address and Suburb information and click on **Save**
The client will now be saved and the referral will be available in the client referral history area.

Assign this Referral to an S2S Client

Assign to an existing client **Assign to a new client**

Given Names:* Number / Street:

Family Name:* Suburb:

Preferred Names: State:

Gender:* Postcode:

D.O.B.:*

Title:

Marital Status:

Cancel Save

If the referral that you receive is for a client who is already in the S2S database/system, then you will see their details on the right hand side. You can tick the **radio button** next to the family name and click on **save** to add the client to the S2S system and to link the attached referral to the client.

Assign this Referral to an S2S Client

Assign to an existing client **Assign to a new client**

Family name: **Family name** **Given names** **Sex** **D.o.b.**

Given names: Andrews Max m 08/02/2000

Gender:

Date of birth:

Rows 1 - 6 from 1

Cancel Save

Sending a Referral to RDNS

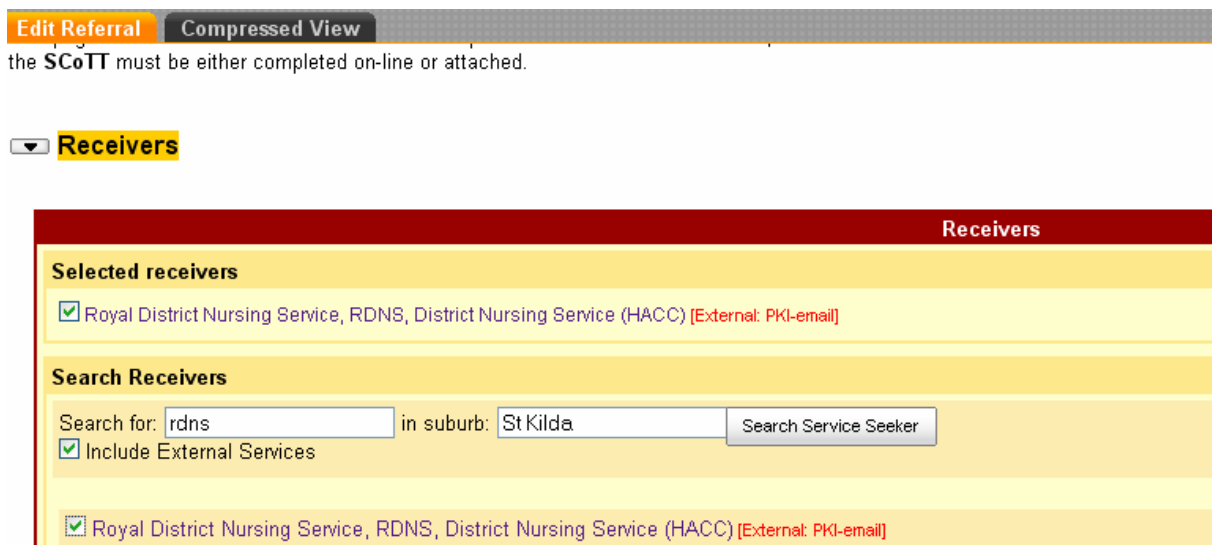
The process for sending a referral to RDNS is the same as sending an external PKI referral.

When sending a referral to a RDNS, click on the Search button from the Select Receivers Area and type the full name of the receiving RDNS.

Eg: Type **RDNS** in the **Search for** field and **St Kilda** for in **Suburb field**

Tick: “Include External Services” to find the RDNS

Click the Search Service Seeker box



Edit Referral **Compressed View**

the SCoTT must be either completed on-line or attached.

Receivers

Receivers

Selected receivers

Royal District Nursing Service, RDNS, District Nursing Service (HACC) [External: PKI-email]

Search Receivers

Search for: in suburb:

Include External Services

Royal District Nursing Service, RDNS, District Nursing Service (HACC) [External: PKI-email]

RDNSs are listed with **[External PKI-email] at the end**
Tick the box next to the name, complete and send the referral as normal.

When RDNS received the referral and acknowledges it, you will see that in your sent items area.