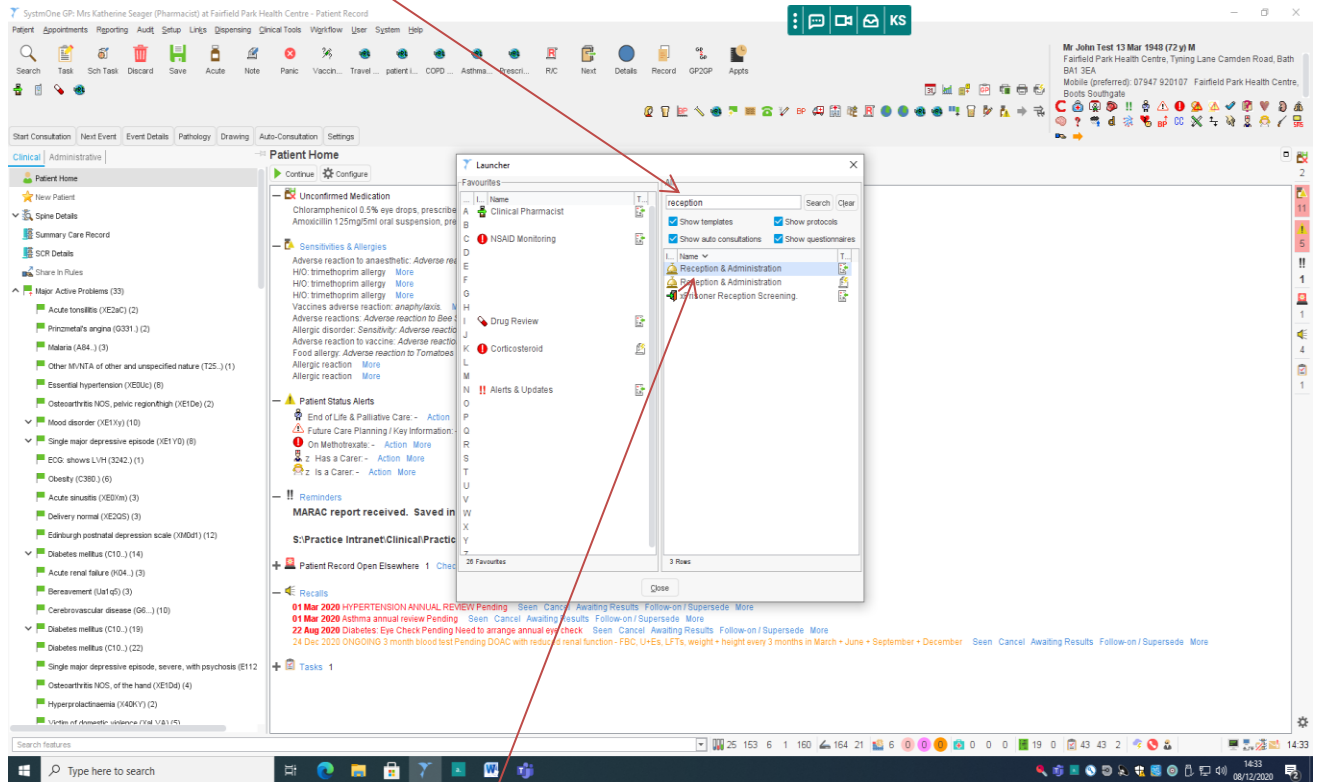


How to make a referral to the Community Pharmacy Consultation Service (CPCS)

The referral form can be found in the Ardens 'Reception + Administration' template.

1. Press F12
2. Put the word 'reception' into the search box



3. Highlight the word 'reception + administration', drag it to the left hand side and 'drop' it in the 'favourites' box
4. When you need to make a referral to the CPCS press F12 and double click on the 'reception + administration' icon in your favourites list.

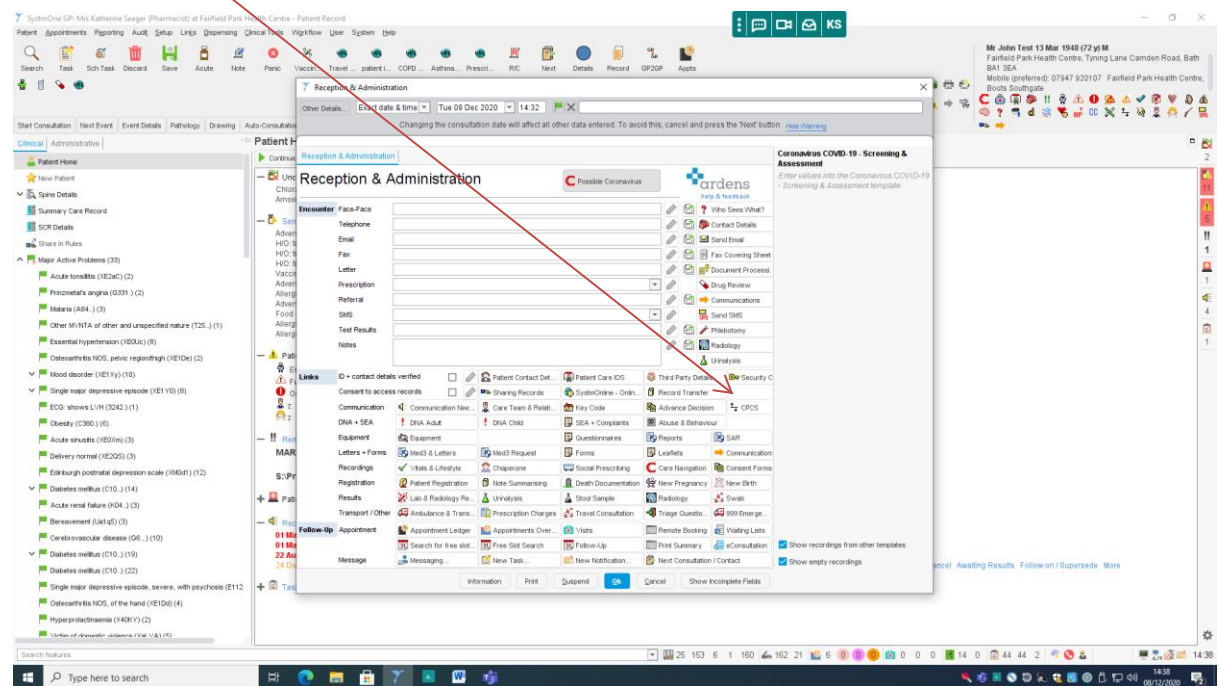
CPCS referral process

Katy Seager

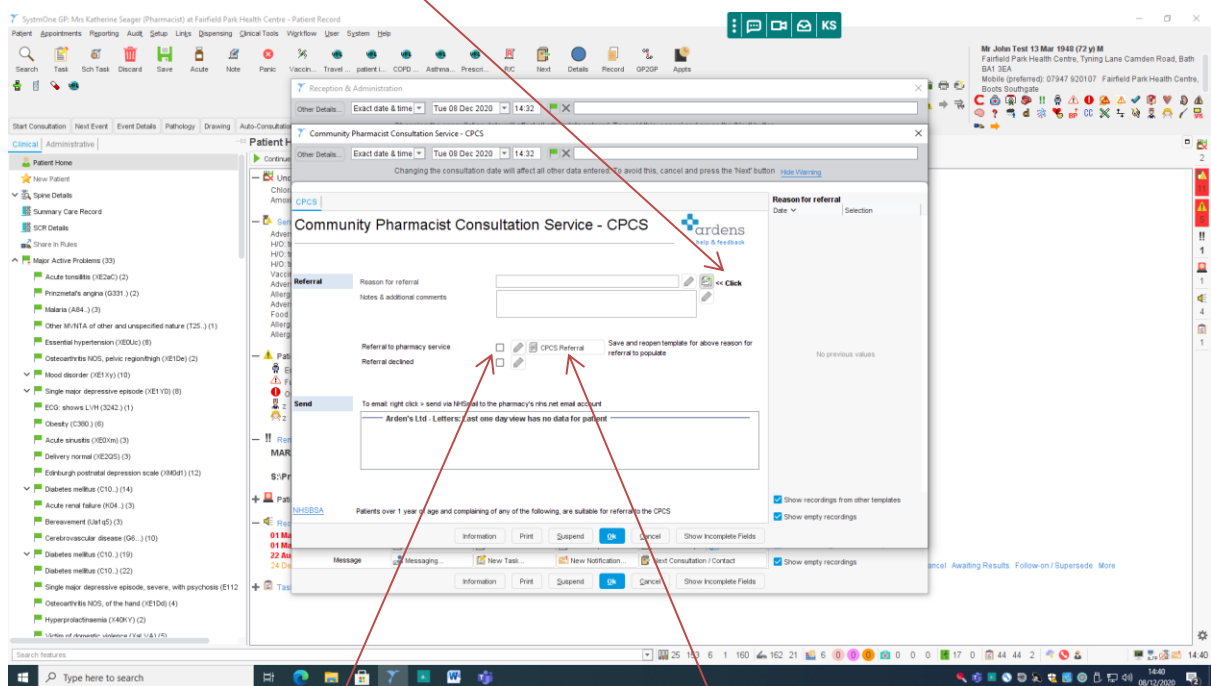
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5. Click on 'CPCS'



6. Click on box saying '<< click' and choose the reason for the referral



Tick box 'referral to pharmacy service' and then click on 'CPCS referral'

Choose the pharmacy that you are sending the patient to from the drop down address book list.

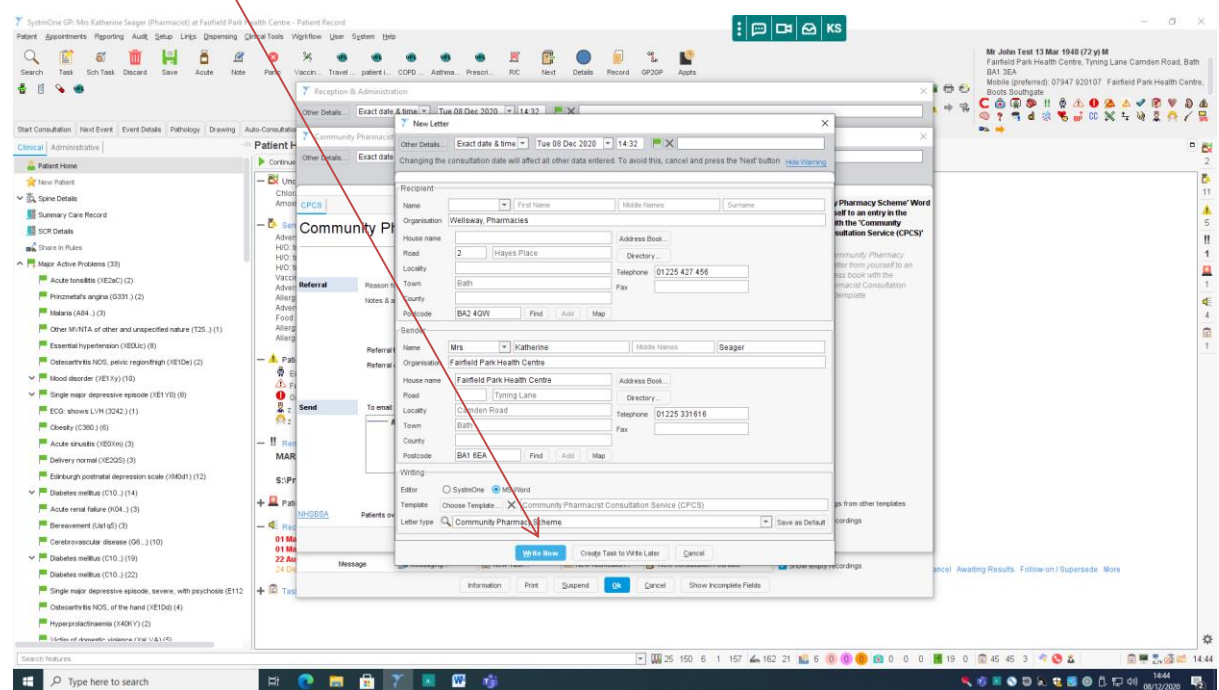
CPCS referral process

Katy Seager

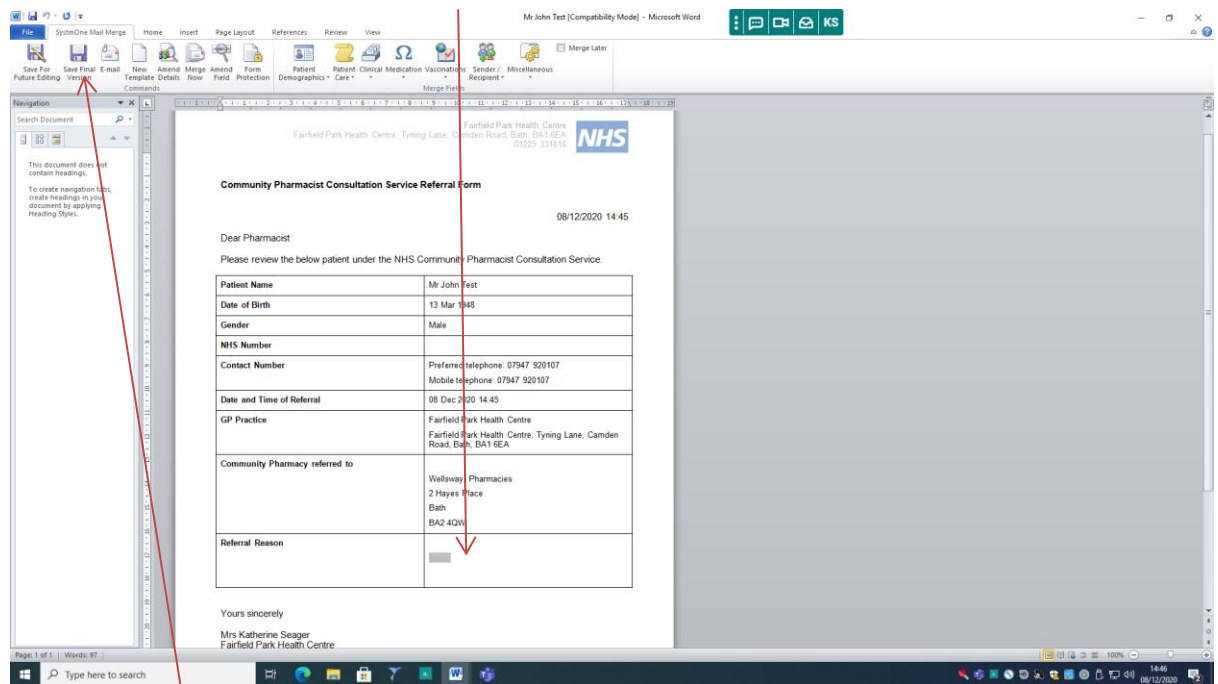
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7. Click 'write now'



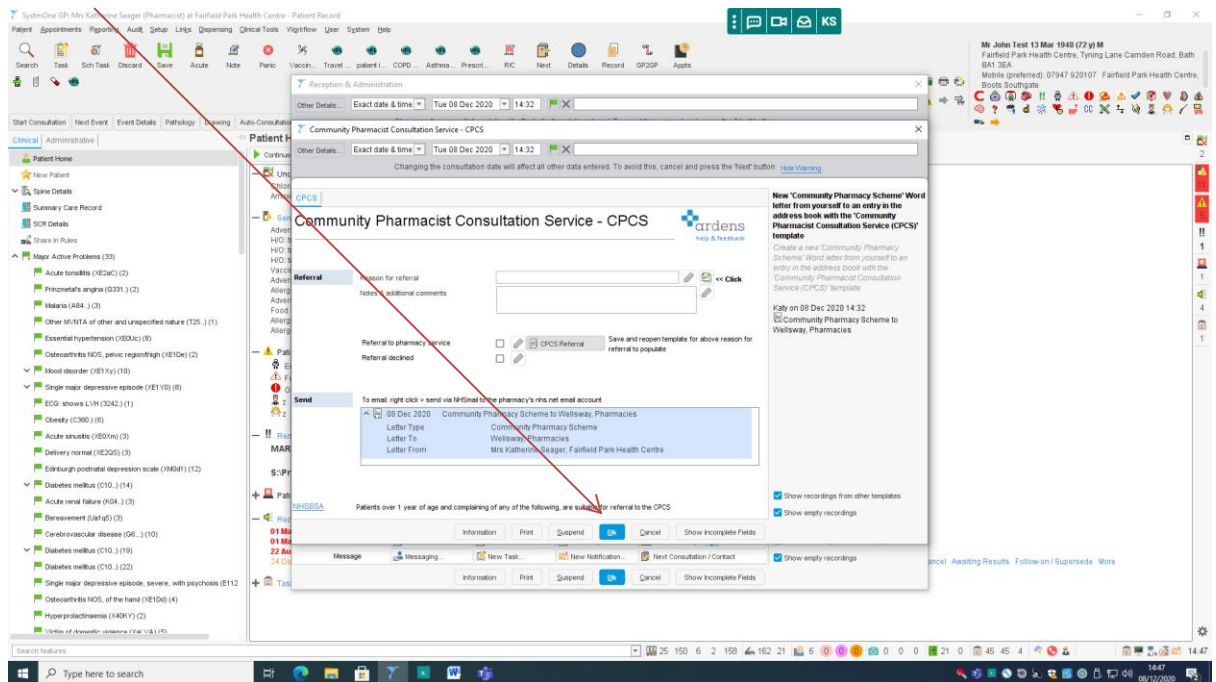
8. Enter a short reason for referral in box



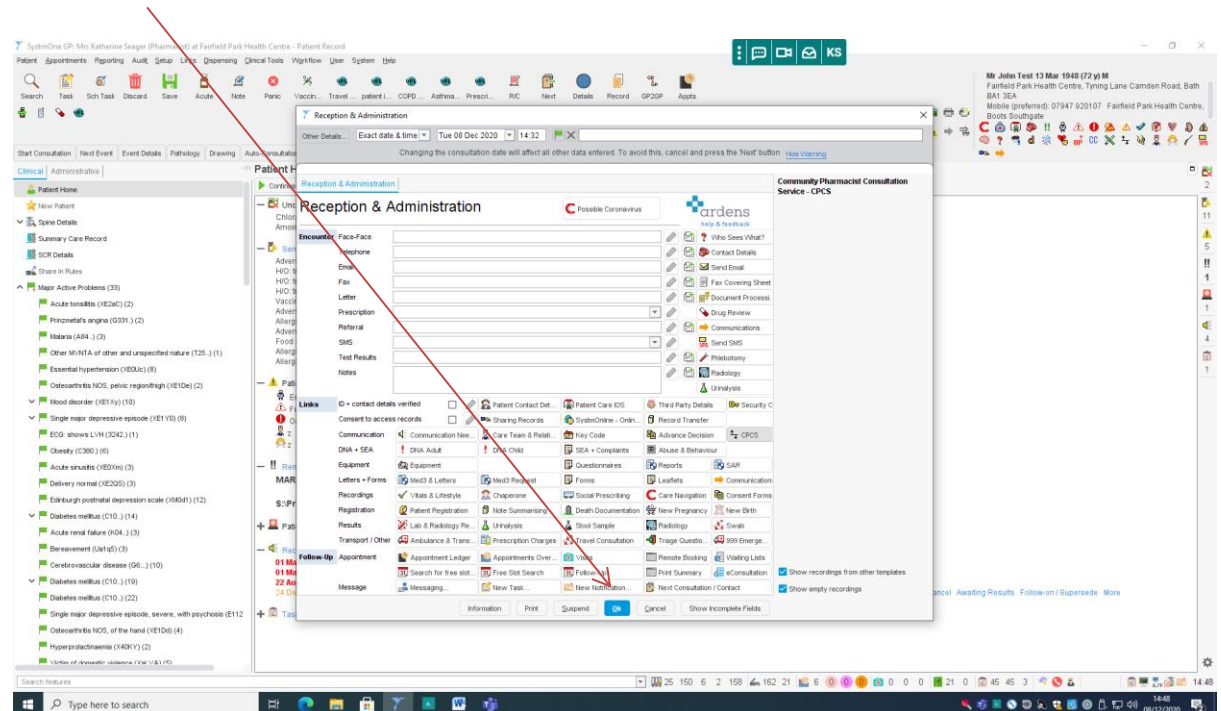
Click 'save final version'

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9. Click 'ok'

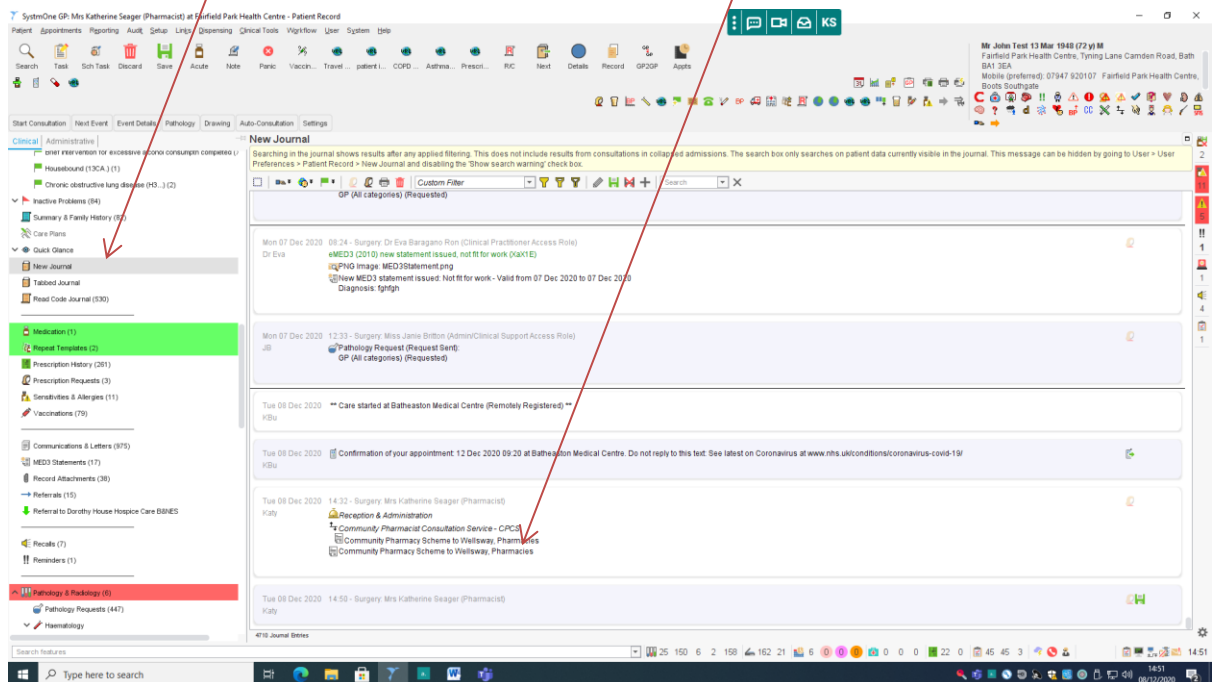


10. Click 'ok'

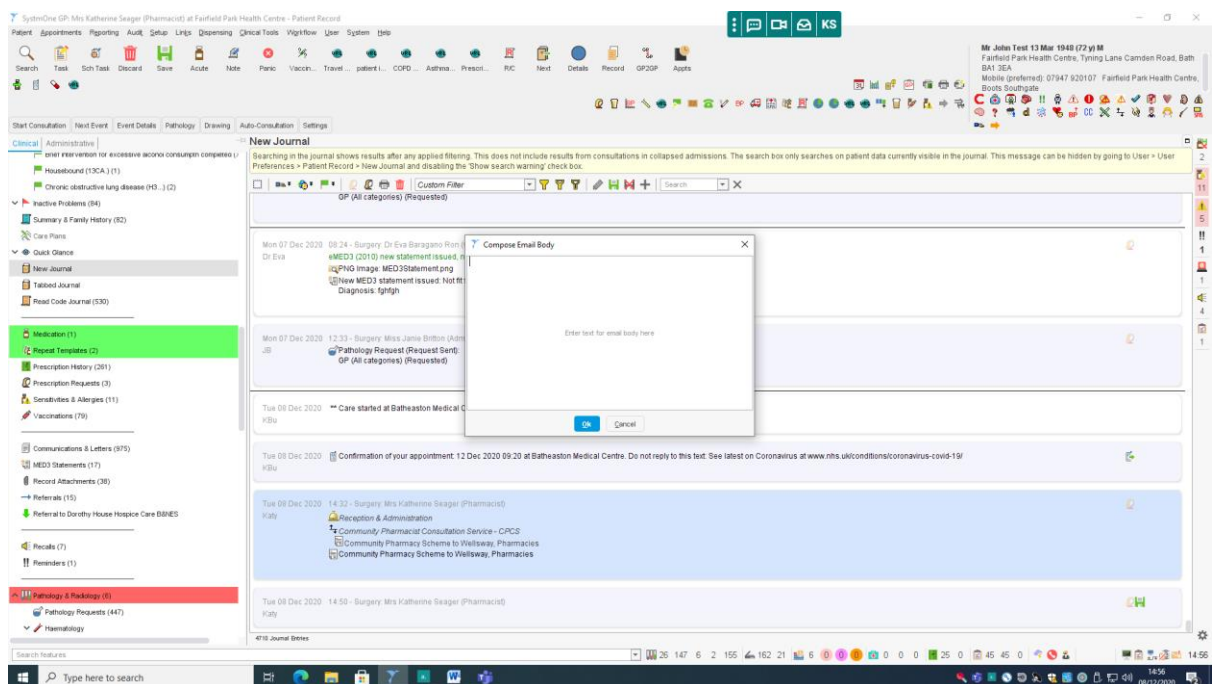


CPCS referral process
Katy Seager
Fairfield Park Health Centre
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11. Navigate to 'new journal' and **right** click on lower 'community pharmacy scheme to, pharmacy' icon. Select 'send via nhs mail' and then 'existing contact' and navigate to the pharmacy that you are referring the patient to.



Enter a brief message for the pharmacy e.g. 'Dear Team, please find attached a referral to the CPCS, best wishes etc'. Click OK and when you save the patients notes the email will automatically send



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