

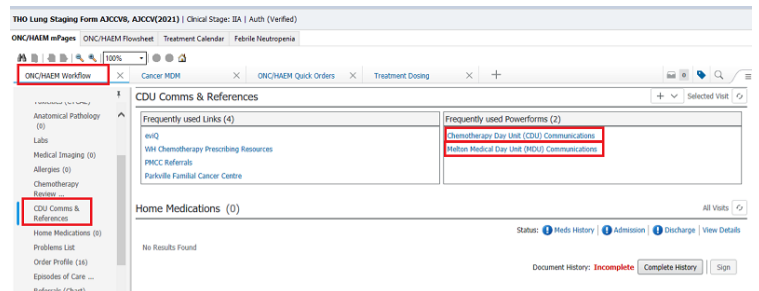


This Quick Reference Guide will explain how to:

- Navigate to the Chemotherapy Day Unit (CDU) or Melton Day Unit (MDU) Communications Powerform
- Complete the Chemotherapy Day Unit (CDU) or Melton Day Unit (MDU) Communications Powerform


Navigate ONC/HAEM Workflow mPage

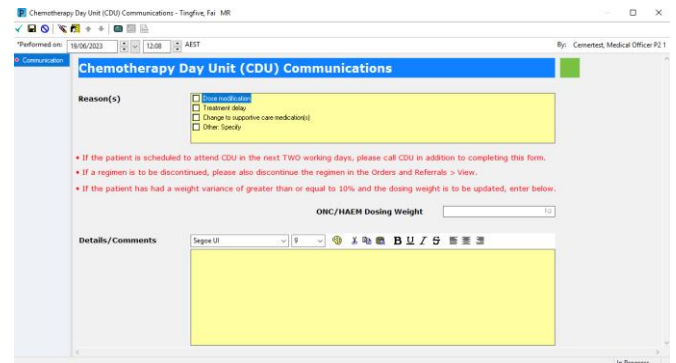
1. Navigate to 'Oncology/Haematology View' from the Table of Contents menu.
2. Select the **ONC/HAEM mPages** tab > **ONC/HAEM Workflow** page.
3. Navigate to **CDU Comms & References** section.
4. Click on **Chemotherapy Day Unit (CDU) Communications** or **Melton Day Unit (MDU) Communications** link.



Chemotherapy Day Unit (CDU)/Melton Day Unit (MDU) Communication Powerform

CDU/MDU Communication Powerform opens:

1. Complete the mandatory "Reason(s)" section.
2. Complete the mandatory "Details/Comments" section.
3. Click on the tick button () at the top left-hand corner to **submit** the form.
4. Click **Refresh**
5. The completed **Communications** form appears in the Documents tab.



What happens after the Communications Powerform is submitted?

After the form is submitted, a notification is sent to the day unit, informing the staff that a Communications form has been generated for the patient. Subsequently, the nursing staff will access the patient's EMR chart to review the information and determine whether any action is necessary. If required, the Medical Officer will be notified accordingly.