Clinical Care – Completing a Referral Letter ISBAR

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Quick Reference Guide

This Quick Reference Guide will explain:

- How to complete a Referral Letter – ISBAR Dynamic Documentation

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1. Navigate to one of the following mPages:

   - Outpatient View > **Outpatients**
   - Medical Officer View > **Manage**
   - Medical Officer View > **Discharge**
   - ED Doctor View > **ED Doctor Discharge**
   - Oncology/Haematology View > ONC/HAEM mPages > **ONC/HAEM Workflow**
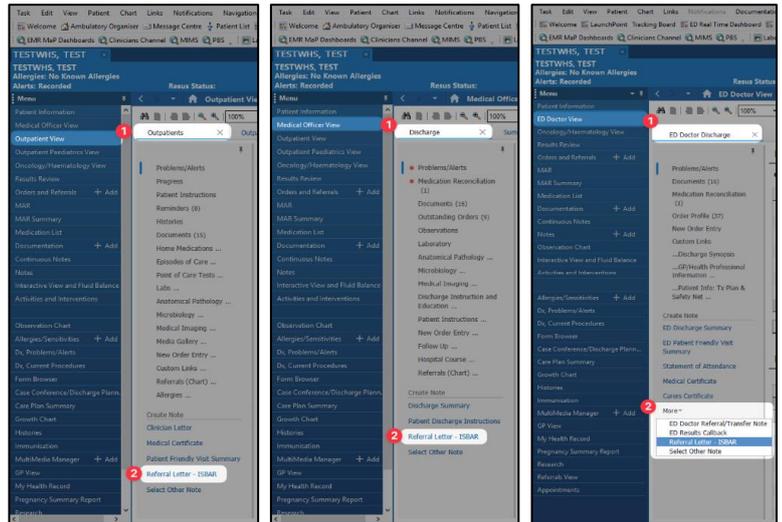
   > 💡 **Cannot find the mPage in the "View"?**
   > 1. Navigate to one of the "Views" from the Table of Contents. (e.g. Outpatient View)
   > 2. Click on the + icon to the right of the tabs.
   > 3. Select one of the mPages mentioned to add to the "View".

2. Under **Create Note**, located in the bottom left-hand corner of the page, click on **Referral Letter - ISBAR**.

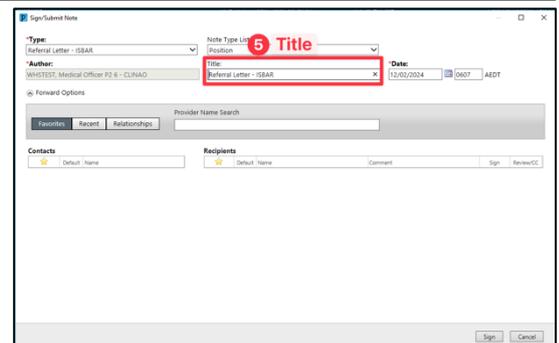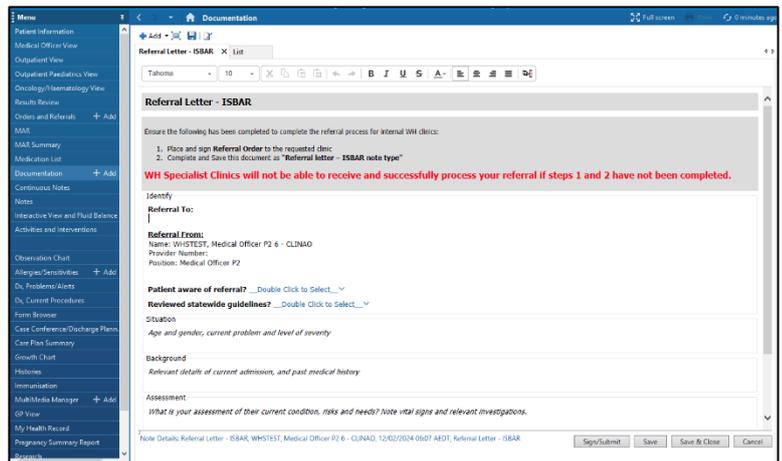3. Complete the relevant sections of the Referral Letter.

4. Click **Sign/Submit.**

5. **Add the Receiving Unit's name to the Subject**. E.g., "Vascular Surgery Referral Letter – ISBAR." This step helps clinicians quickly identify the correct referrals in the EMR.

6. Click **Sign.**

> ❗ **In addition to the Referral Letter, you must also complete an EMR OP Referral order.**