# ICATS Referral Letter Template

## Introduction

Long waiting lists in Northern Ireland have led to a new service called ICATS (Integrated Care and Treatment Service) which is being established to help reduce the length of time patients are waiting to receive treatment.

The ICATS Referral template allows Vision users in Northern Ireland to create an ICATS Referral Letter as a Word document. It automatically extracts data from the Vision database to produce a letter that can then be edited.

## Installing the Template

The ICATS.doc template file has been automatically put on your system in DLM 237 into P:\WORDPROC\TEMPLATE

## Requirements

In order to use the ICATS template, you need to have Word installed on your Vision workstation.

## Creating an ICATS Referral Letter

1.  From Consultation Manager, select the patient required, and open an appropriate consultation.

2.  Add a referral

    - Either by creating a History entry and then dragging and dropping the item on to the Bow Tie button  on the Target box that appears;

    - Or click on the Bow Tie icon  on the tool bar;

    - Or select Add - Referral.

3.  Complete the referral form. If you have used the drag and drop method, the Read code will have completed automatically. If not, this will need entering. Complete the Referral Type, the Urgency and the Speciality fields as a minimum.  Completing the Unit, Department and Consultant too will merge in the letter.
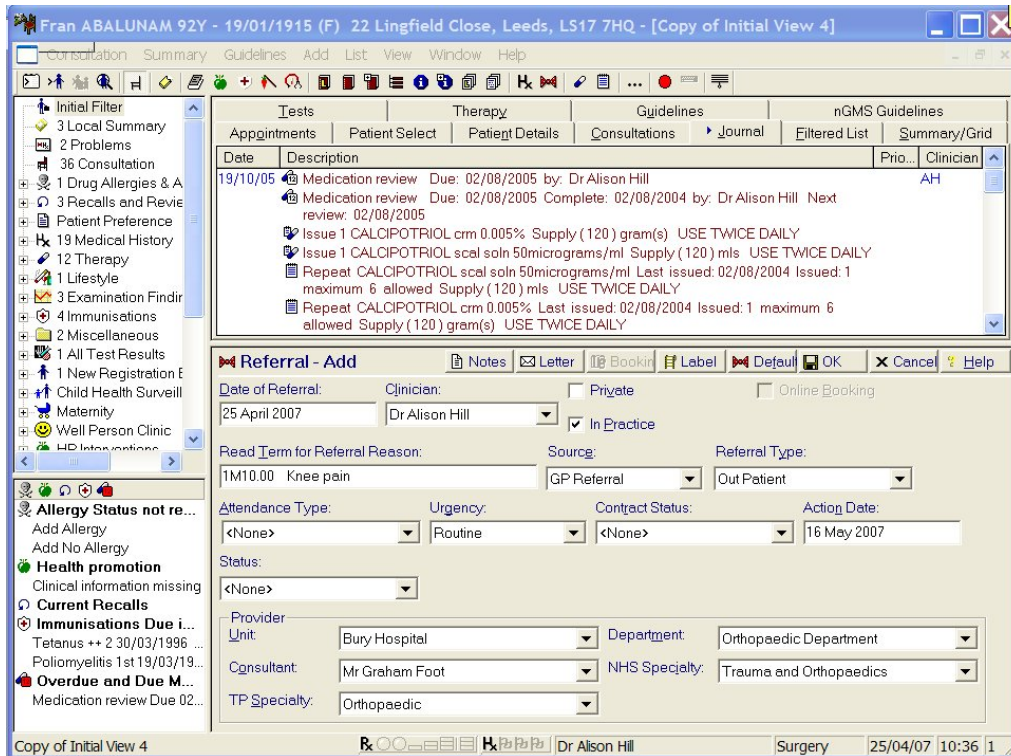
4. Click on the Letter button .
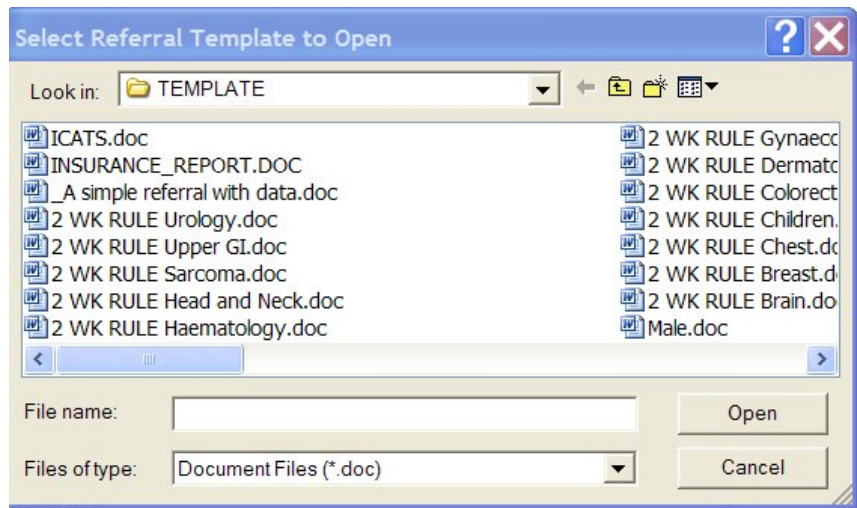


5. Highlight ICATS.doc from the offered files on Select Referral Template to Open and click on Open (remember the templates on your system will be different to the ones you see above).

6. This will open the ICATS Referral Letter and display the merged information.
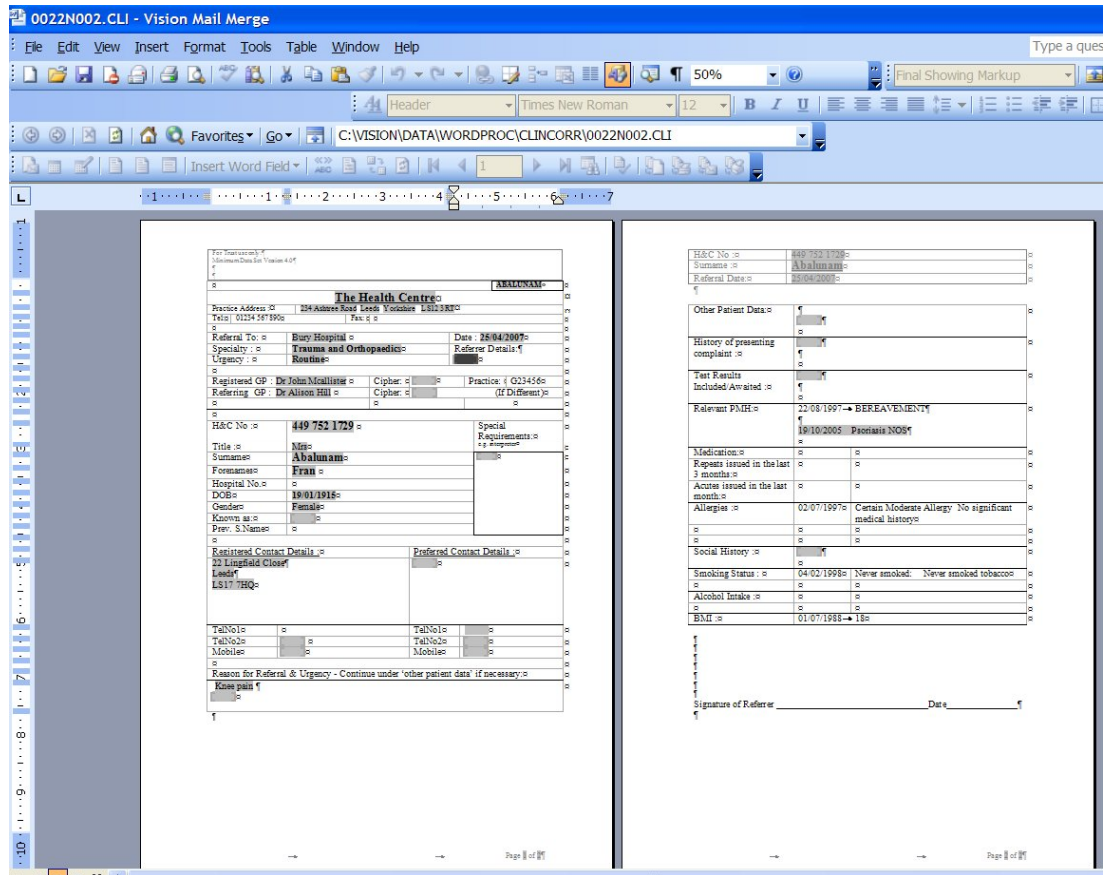
7. The report can now be edited as required. If the letter is unprotected (Tools - Unprotect Document), you can edit the document wherever you want. Some fields where there is a shaded area may require an entry, including:

- Preferred contact details
- GP Cipher
- (Patient) Known As
- History of presenting complaint
- Test results included / awaited
- Social History

8. To delete unwanted text, right click on the line, select Delete Cells and then Delete entire row. This then does not leave a blank line. To delete several rows, first highlight the rows, right click and select Delete Rows.

9. Print the letter using the Print button  on the top tool bar and Close.

10. When the letter is closed, a prompt will appear asking if you want to save changes for this letter. Remember this is just for this patient's ICAT - it does not affect the template.
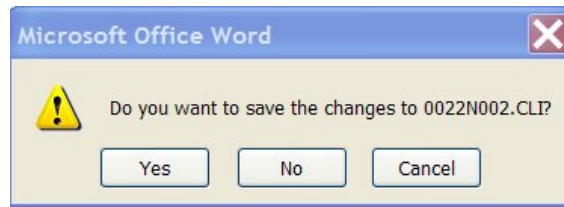


11. Click on Yes to save the changes made. A red tick will now appear on the Letter button ⊠ showing a letter has been created.

12. To save the record click on the OK button. To cancel the whole process press the Cancel button.

## Editing an ICATS Referral Letter

If you want to return to a referral letter to change something:

1. From Consultation Manager, select the correct patient and locate the original letter in the Journal.

2. Right mouse click and select **Edit** from the menu offered. **Clinical Correspondence – Update** will now appear at the bottom of the screen.
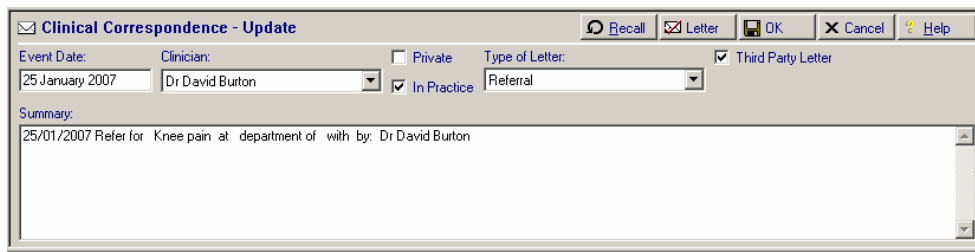


3. Click on the Letter button ⊠ Letter to open the original letter on screen. Make the changes required.

4. Then print the new version of the letter, if required.

5. Close the report and click on Yes to the Do you want to save changes prompt.

# Details of ICATS Referral letter template

Below is a copy of the letter – The Read Codes and Merge Fields are shown in Italics. Page numbers are shown in the bottom right footer.

For Trust use only:
Minimum Data Set Version 4.0

| *Patient's Surname* |
| --- |

### PRACTICE NAME
Practice Address :        *Practice Road Practice Town Practice County Practice Postcode*
Tel:    *Practice Telephone Number*    Fax:    *Practice Fax Number*

Referral To:            *Referral Provider*                    Date : *Date of Referral*

Specialty :            *Referral NHS Speciality*            Referrer Details:
Urgency :            *Referral Urgency*

Registered GP : *Registered GP*            Cipher:            Practice:    *Practice Code*

Referring  GP : *Referring GP*            Cipher:            (If Different)

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H&C No :            *Current NHS Number*                Special Requirements:
Title :                *Patient Title*                    e.g. interpreter
Surname            *Patient Surname*
Forenames            *Patient Forename 1*
                    *Patient Forename 2*
Hospital No.            *Patient Hospital Number*
DOB                *Patient Date of Birth*
Gender                *Patient Sex*
**Known as:**
Prev. S.Name        *Patient Previous Surname*

Registered Contact Details :            Preferred Contact Details :
*Patient Address*

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| TelNo1 | *Patient Telephone Number* | TelNo1 |
| TelNo2 | | TelNo2 |
| Mobile | | Mobile |

Reason for Referral & Urgency - Continue under 'other patient data' if necessary:
 *Read Description from Referral*

| Other Patient Data: | *Current Consultation Details* | |
|---|---|---|

| History of presenting complaint : | | |
|---|---|---|

| Relevant PMH: | *History priorities 1 and 2* | |
|---|---|---|

| Medication: Repeats Issued in the last 3 months | *Date* | *Drug Name, Quantity and Dosage* |
|---|---|---|
| Acutes issued in the last month | *Date* | *Drug Name, Quantity and Dosage* |
| Allergies : | *Date* | *Read Description and Comments* |

| Social History : | | |
|---|---|---|
| Smoking Status: | *Date* | *Read Description and Consumption* (latest record) |
| Alcohol intake : | Date | *Read Description and Consumption* (latest record) |

| BMI : | *Date and Numeric Value* | |
|---|---|---|

Signature of Referrer _____Date _____