

## Sending a Consultation Letter when it doesn't automatically send via 'Direct Message'

- 1. Create consultation letter as normal.
- 2. Open letter
- 3. Select 'Send' 'Direct Message'

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|----------------------------|----------------------------|
| Send - Export<br>via Email | Print All Close            |
| Direct Message             | ★ 10:32 ■ 02/08/2019 ■     |

4. Select – 'Other' + then click on the magnifying glass.

| Send Document      | x           |
|--------------------|-------------|
| Recipient          |             |
| 🔿 Usual GP 💿 Other |             |
| Target Service     | $\sim$      |
|                    | <u> </u>    |
| Urgent             | Send Cancel |
|                    |             |



5. Type the name of the GP surgery into the search bar that the patient is registered to - select the correct one + then select 'OK'

| Find service work the Interactivy to browner         Image: A three General Medical Practice         Image: A three General Service         Image: A three General Service </th <th>Find Service</th> <th></th> <th>x</th>   | Find Service                               |  | x |
|---|--|--|---|
| A mechanas Medical Centre       Hierarchy       Details         B Langley Medical Practice       Image: A mathematic for the second sec  | Find service or use the merarchy to browse |  |   |
| A The General Medical Practice       Hierarchy       Details         B Langley Medical Practice       A National         D HOOK SURGERY       A Ac Curd Pharmacy (F2888)         E Chessington Park Surgery       A Ac Pharmacy (F2888)         G Garemont Medical Centre       A Adarshi Pharmacy (FY67)         H St Abans Medical Centre       A Adarshi Pharmacy (FY67)         H St Abans Medical Centre       A Adarshi Pharmacy (FY67)         J Fairhil Medical Practice       A Aliance Pharmacy (FY67)         K NEWNHAM WALK SURGERY       A Aliance Pharmacy (FK08)         J Berrylands Surgery       A Aliance Pharmacy (FK07)         K NEWNHAM WALK SURGERY       A Alemative Education Provision         L Newnham Wak Surgery       A Alemative Education Provision         M Churchil Medical Centre       Apple Tree Pharmacy (FL640)         A Asda Pharmacy (FR307)       A Alemathice Elucation Provision         A K NEWNHAM WALK SURGERY       A Alemathice Elucation Provision         M Churchil Medical Centre       A Alemathice Elucation Provision         A Asda Pharmacy (FL640)       A Arkmethicate Elucation Provision         A Ademathicate Elucation Provision       A Alemathice Harmacy (FL640)         A Asda Pharmacy (FR37)       A Alemathice Harmacy (FL640)         A Asda Pharmacy (FR37)       A Ademathicate Elucation Provision </td <td></td> <td></td> <td></td>   |  |  |   |
| <ul> <li>Asda Pharmacy (FLR39)</li> <li>Asda Stores Ltd (FHP04)</li> <li>Asda Stores Ltd (FKF82)</li> <li>Asda Stores Ltd (FQ459)</li> <li>Asda Stores Ltd (FQ459)</li> <li>Braun Pharmacy (FV302)</li> <li>B Braun Medical Ltd (FE401)</li> <li>Barkantine Pharmacy (FX059)</li> </ul>   | A the Groves Medical Centre                | Ilerarchy       Details         Image: Service       Image: Service         Image: Service Service       Image: Service         Image: Service Service       Image: Service Service         Image: Service |   |
| Image: Second | M ∢ [ (No data) ] ▶ M   ☑                  | <ul> <li>Asda Pharmacy (FLR39)</li> <li>Asda Stores Ltd (FHP04)</li> <li>Asda Stores Ltd (FKF82)</li> <li>Asda Stores Ltd (FQ459)</li> <li>Asda Stores Ltd (FQ459)</li> <li>Aura Pharmacy (FV302)</li> <li>B Braun Medical Ltd (FE401)</li> <li>Barkantine Pharmacy (FX059)</li> <li>Barkers Chemist (FAG22)</li> <li>Barnes Pharmacy (FW429)</li> <li>Bellevue Pharmacy (FC53)</li> <li>Boots (FAW77)</li> </ul>  | - |

## 6. Press 'Send' + the consultation letter will be sent to the GP surgery.

| Send Document          | X           |
|------------------------|-------------|
| Recipient              |             |
| C Usual GP 📀 Other     |             |
| Target Service         |             |
| KINGSTON HEALTH CENTRE | - 🔎         |
|                        |             |
| Urgent                 | Send Cancel |