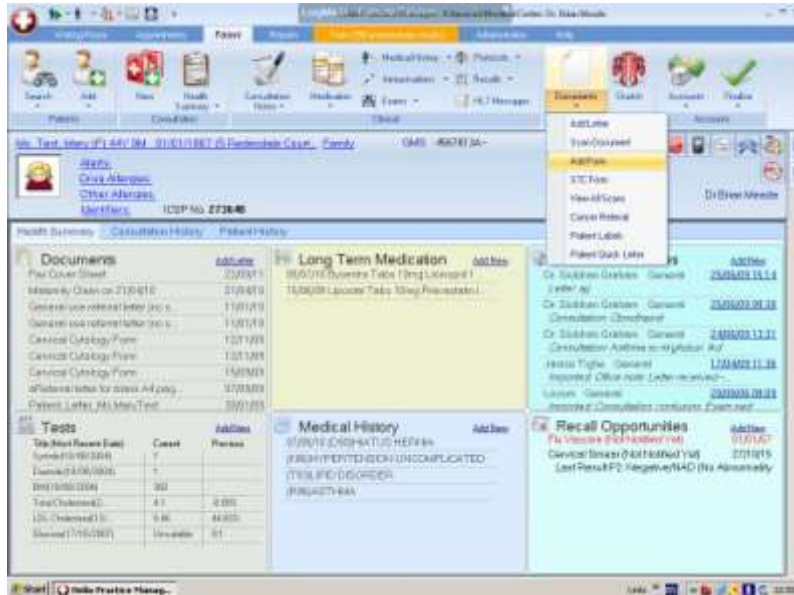## Using GPIT Template Referral Form in Helix Practice Manager

1. Check to see if your version of Helix Practice Manager (HPM) has the GPIT referral form loaded by clicking on "Documents" and then "Add Form" as shown below.
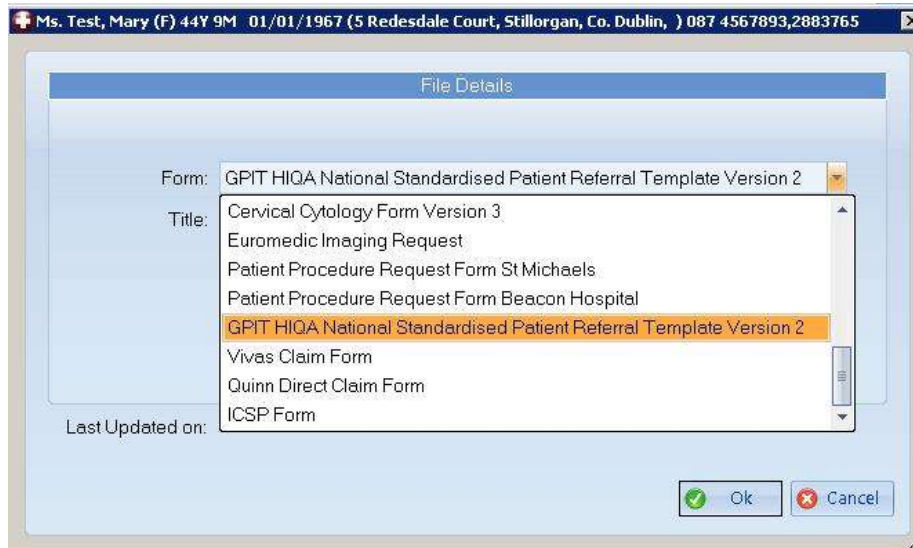

2. If the HIQA/GPIT form is not listed you will need to download it from the Helix server. To do this click on "Administration" on the menu bar at the top of the screen and then click on the "Form Download" icon as show below:

3. When you click on the "Form Download" button you are presented with over 50 different forms which can be installed in your system. Select the form titled "GPIT HIQA National Standardised Patient Referral Template Version 2" and click on "Download", the form should now appear in your "Add Form" section.

4. Select this form from the list of forms in the "Add Form" section as shown:

5. Click OK, and the form should load and contain information from your electronic file about the patient. You will need to type in which service and specialist you require because currently this functionality has not been developed as it is in ordinary referral letters. Significantly the patient's medical history and medications, as well as your own contact details are added to the form automatically as shown.

6. Once you have completed and printed out the form it will be stored in the documents section of the electronic record. To find it click on "Documents" and then click on the "Forms" tab. The form can be opened, edited and printed out again if necessary.