How to use the Standard Patient Referral Template Using CompleteGP

From the New Visit tab select the referral icon ( ) . After entering who the referral is to, click the fill form button:

From the available forms, select the General Referral:

Adobe Acrobat will load with the template partially filled in:

Once the form has been filled in, click the Print Icon then click the (close) Icon in the upper right of the window.

And click "Yes", to save the file. (DO NOT CLICK THE SAVE ICON).

If the recipient has an email associated with them, the form can also be email directly to the consultant and if the consultant is running CompleteGP the email will automatically be placed into the existing patient record (or a new record will be created) and the Consultant notified.