**ENDING REFERRAL AND DISCHARGING PATIENT**

* Search for patient’s record on SystmOne.

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* Search for patient by either name, DOB or NHS Number

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* Once correct patient is retrieved, select “Referrals” from the Clinical Tree.



* You will see a list of open referrals on the right hand side of the screen – there may be more than one.
* Select the referral you wish to end and right click on it. You will then see the following list of options.
* Click “End Referral”



* Specify date of discharge, location after discharge and intervention.

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* If this is the only open referral on the unit, you will see the following prompt:

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* If you are satisfied that care should be ended, please select “Yes”. This will then close the referral and end the patient’s care on the unit.