

OARS TRAINING GUIDE

oars.ouh.nhs.uk

TO REGISTER

- 1) Enter and confirm e-mail address (must be @nhs.uk or @nhs.net)
- 2) Enter your details (you can edit at a later date)
- 3) Receive e-mail, follow link to set password and you're in

MAKE A REFERRAL

- 1) Choose speciality to refer to (e.g. neurosurgery)
- 2) Enter patient details (name, DOB etc) and referring Consultant name and email
- 3) Enter your referral question + details
- 4) Confirm your details
- 5) Option to print a pdf document



VIEW REFERRAL LIST

- 1) You or your team are responsible for reviewing the referral updates
- 2) Click "My referrals" or "My team" or "My organisation"
- 3) Search for your referral via 'Search' box from dashboard



VIEW & UPDATE REFERRAL

- 1) Open the referral (click on the record in list view)
- 2) Click "Edit info" (top-right) to edit patient/consultant details
- 3) Scroll to bottom of page to open any messages from specialist team
- 4) Send messages; indication at the base of your message let's you know if it has been read

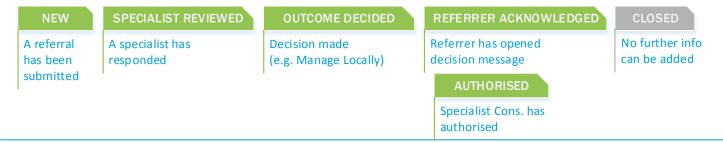
MAKE YOURSELF THE POINT OF CONTACT FOR A REFERRAL

- 1) Open a referral (click on record in list view)
- 2) Select "Make me the main contact"
- 3) Confirm your details

CLOSING REFERRALS

- 1) Following a Specialist decision (e.g. Manage locally) the Referrer has 5 days to respond
- 2) If no response has been received the Specialist can <u>close</u> the referral
- 3) Referral content will still be visible
- 4) Further enquiries will require re-referral

A REFERRAL MOVES THROUGH SIX STATUS STEPS





THE DASHBOARD & REFERRAL PAGES oars.ouh.nhs.uk

