

INFOFLEX WEB V6

QUICK REFERENCE GUIDE – Adding a new referral

- 1) Search for and select the patient.
- 2) From the options click on the button **‘View Cancer Pathways’**.
- 3) Click on the button **‘+Add New Referral’**. (If patient has previous pathways this button will appear under these)
- 4) Complete the referral form (Only fields that require an entry are described below)

Referral Details

- a. **CWT006: Priority Type Code**: Select appropriate item from drop down list.
- b. **Current Hospital Site**: If the site code is known to user, it can be input directly into the field. If not known, click on the Dictionary icon at the end of the field and search for the organisation. This is to input the organisation at which will initially be managing the patient’s care. It can be changed during patient’s pathway if the organisation changes.
- c. **Cancer Status**: Select appropriate item from drop down list. Usually set as ‘14 – Suspected primary cancer’ before patient is initially seen. This is updated during pathway when the status changes.
- d. **CR1600: Source of Referral for Out-Patients**: Select appropriate item from drop down list.
- e. **Current Tumour Site**: Select appropriate item from drop down list.
- f. **CWT009: Two Week Wait Cancer or Symptomatic Breast Referral Type**: Select appropriate item from drop down list.
- g. **Type of Referral**: Select appropriate item from drop down list.
- h. **Referral made by**: Select appropriate item from drop down list.
- i. **CWT007: Decision to Refer Date (Cancer or Breast Symptoms)**: Enter the date that the referrer decided to refer the patient. It can be entered by using the calendar icon or typing the date in DD/MM/YYYY format.
- j. **Referral Request Received Date**: Enter the date that the referral was received into the Trust
- k. **CWT003: Patient Pathway Identifier**: This will automatically generate.
- l. **CWT004: Organisation Identifier (Patient Pathway Identifier Issuer)**: If the site code is known to user, it can be input directly into the field. If not known, click on the

Dictionary icon at the end of the field and search for the organisation. This is to record the organisation that received the referral request.

First Appointment Details

- m. **First appointment offered**: Enter the date of the first appointment that has been offered to the patient. It can be entered by using the calendar icon or typing the date in DD/MM/YYYY format.
- n. **Alternative date offered**: Enter the date if an alternative to the 1st appointment is offered. It can be entered by using the calendar icon or typing the date in DD/MM/YYYY format.

First Seen Details

- o. **CR0230/CR7400: Date First Seen**: Enter the date that the patient was first seen by a clinician.
- p. **First Seen Appointment Type**: Select appropriate item from drop down list.
- q. **CR1410/7410: Site Code (Provider First Seen)**: If the site code is known to user, it can be input directly into the field. If not known, click on the Dictionary icon at the end of the field and search for the organisation.
- r. **Consultant First Seen**: Use dictionary to search for consultant.

First Seen Pathway Closure (used to manually close a referral when pathway is not continuing under this referral)

- s. **First Seen Local Pathway Date Stopped**: Enter the date that the decision to close the referral has been made. It can be entered by using the calendar icon or typing the date in DD/MM/YYYY format.
- t. **Referral closed (DFS)**: Click into box to place a tick.
- u. **Reason referral closed (DFS)**: Select appropriate item from drop down list.
- v. **Referral closed comment (DFS)**: Free-text field to enter any relevant comments relating to referral closure.

Once completed click on the **'Save changes'** button.

NHS Number	Person Family Name	Person Given Name	Person Birth Date	Record ID	Contact Details
098 765 4321	Testing	Testing	01/12/1957	0000530922	Pathway Details

Patient Record
Pathways
Referral Details
Diagnosis Details
Patient History
Investigations
Treatments
MDT Meetings
Specialist Referral

Save changes

Referral details
Adjustments, Upgrades, Tracking and Management
Escalation & Alternate Pathway Management

Referral Details

CWT006: Priority Type Code	3 - Two Week Wait or breast symp...	Age at Referral	063
Current Hospital Site	RVVKC - KENT & CANTERBURY HOSPITAL		
Cancer Status	16 - Diagnosis of recurrent cancer confirmed - first NHS funded treatment not yet planned		
CR1600: Source of Referral for Out-Patients	03 - Referral from a GP		
Current Tumour Site	3 - Lung		
CWT009: Two Week Wait Cancer or Symptomatic Breast Referral Type	03 - Suspected lung cancer		
Type of Referral	10 - e-Referral	Referral made by	4 - e-Referral
Referring GP Details			
CWT007: Decision to Refer Date (Cancer or Breast Symptoms)	26/04/2021	Decision to Refer to Receipt of Referral	000 days
Referral Request Received Date	26/04/2021	NOGCA: Referral Source	
WHO status at Referral			
CWT003: Patient Pathway Identifier	09876543210000929611		
CWT004: Organisation Identifier (Patient Pathway Identifier Issuer)	RVVKC - KENT & CANTERBURY HOSPITAL		
CWT041: Cancer Diagnostic Referral Route			
CWT043: Rapid Diagnostic Centre Pathway			
Symptoms first noted			
Presenting Symptoms			
Referral Notes			

Pathway Start Date	2WW target date	If Faster Diagnosis Standard Target Date	If 62 Day target date	Duration (non adjusted) Referral to First Seen	Duration (adjusted) Referral to First Seen	Referral to 1st Seen Target Being Met?
26/04/2021	10/05/2021 00:0	24/05/2021	27/06/2021	016 Days	016 Days	

First Appointment Details

First appointment offered	No. days referral to offered appt
Alternative date offered	Days to second appt offered
Most recent DNA	

First Seen Details

CR0230/CR7400: Date First Seen	First Seen Appointment Type
CR1410/7410: Site Code (Provider First Seen)	
Consultant First Seen	Consultant GMC
CR1360: Date First Seen (Cancer Specialist)	
CR1400: Site Code (First Cancer Specialist)	
CT6050: Specialty (Referrer to Specialist)	
Pathway Managing Org	
Satellite Clinic Org	

First Seen Pathway Closure

First Seen Local Pathway Date Stopped	27/04/2021	Referral closed (DFS)
Reason referral closed (DFS)	6 - Other	
Referral closed comment (DFS)	Testing patient	

Last Modified	12/05/2021 14:39	Last Modified By	mhine
Record ID	0000929611		
Referral Status	CLOSED		
Referral Status Last Changed	27/04/2021 07:17:09		