‘How to’ – send Physio patient self-referral via SystmOne

1. Patient fills in self-referral form and hands it in at GP surgery reception (this form can also be returned to the physio service directly by post or email). Check the patient’s consent to share and sharing settings.

2. Referral form is scanned and saved under ‘Communications & Letters’ on the patient record.

3. Navigate to the MSK Tab via the orange arrow on the patient record.
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4. Click ‘Refer to Community Physio’ – **you do not need to complete a referral letter at this stage as the scanned form is already saved to the patient record**

5. From the drop-down menu ‘Task Recipient’ select the option ‘GP Physio Triage’. Type a short message in the bottom text box, then click ‘Ok’. The referral will then be sent.