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## Overview

Referral Actions are used by many different services within Birmingham Community Healthcare. This Quick Reference Guides focusses on recording an Estimated Delivery Date for use within Children's & Families Division. However, it may be adapted to use within other services.

## Open the Referral

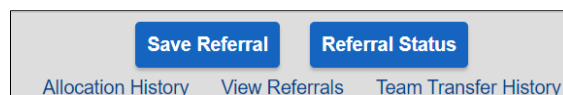
- Click on the left side of the **Referral**

The **Referral Details** screen displays

Scroll to the bottom of the screen

- Click **Referral Status**

The **Referral Status** screen displays




## Add Referral Action

Look at the bottom of the screen

- Click **Add New Action**

The **Add New Referral List Action** displays

Complete the top 3 mandatory fields

<b>Action</b>	Estimated Delivery Dat ▼
<b>Action By</b>	PETTITT, Janice ▼
<b>Action Date Time</b>	2 Jan 2024 00:00  
<b>Date Time Undertaken</b>	<input type="text"/>  
<b>Outcomed</b>	Please Select ▼

**Action:** Select as required e.g. Estimated Delivery Date

**Action by:** Your Name

**Action Date Time:** Date baby is due (enter 00:00 in time)

- Click **Save**
- Click **View Client Referrals**



## Outcome Referral Action

The Referral Action can be completed using the following steps

- Click to display the **Referral**
- Click **Referral Status**
- Click the **Edit** link

The Edit Referral Action displays

Action	Estimated Delivery Dat
Action By	Please Select
Action Date Time	2 Jan 2024 00:00
Date Time Undertaken	
Outcomed	Please Select

Edit Date Time	Action	Action by	Action Date Time	Date Time Undertaken	Outcomed
10 Jul 2023 11:27	Estimated Delivery Date	<a href="#">PETTITT, Janice</a>	2 Jan 2024 00:00		

Complete the following:

**Action By:** Your Name

**Date Time Undertaken:** Date & Time

**Outcomed:** Select as required e.g. Miscarriage

- Click **Save**

Action	Estimated Delivery Dat
Action By	Please Select
Action Date Time	2 Jan 2024 00:00
Date Time Undertaken	9 Jul 2023 00:00
Outcomed	Miscarriage

Edit Date Time	Action	Action by	Action Date Time	Date Time Undertaken	Outcomed
10 Jul 2023 11:54	Estimated Delivery Date	<a href="#">PETTITT, Janice</a>	2 Jan 2024 00:00	9 Jul 2023 00:00	Miscarriage
10 Jul 2023 11:27	Estimated Delivery Date	<a href="#">PETTITT, Janice</a>	2 Jan 2024 00:00		

- Click **Referral Status**
- Click **View Client Referrals**