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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 Childrens & Families Division. However, it may be adapted to use within other services.

Open the Referral

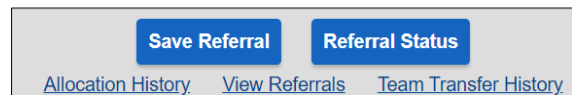
- Click Referral

The **Referral Details** displays

Locate the bottom of the screen

- Click **Referral Status**

The **Referral Status** displays



Add Referral Action

Locate the bottom of the screen

- Click **Add New Action**

The **Add New Referral List Action** displays

Complete the top 3 mandatory fields

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

Action: 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 open referral
- Click **Referral Status**
- Click **Edit**

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	PETIIT, Janice	2 Jan 2024 00:00		

Complete the following:

Action By: Your Name
Date Time Undertaken: Date & Time
Outcomed: 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	PETIIT, Janice	2 Jan 2024 00:00	9 Jul 2023 00:00	Miscarriage
10 Jul 2023 11:27	Estimated Delivery Date	PETIIT, Janice	2 Jan 2024 00:00		