

Choose and Book – Advice and Guidance

Part 1 – For Primary Care

Constructed by Umar Sabat – 0116 295 1190

Amendment History:

Version/Issue	Date	Amendment History
1.0	April 2013	Reviewed
2.0	May 2013	Amended
3.0	May 2013	Approved
4.0	October	Amended

Approvals:

This document must be approved by the following:

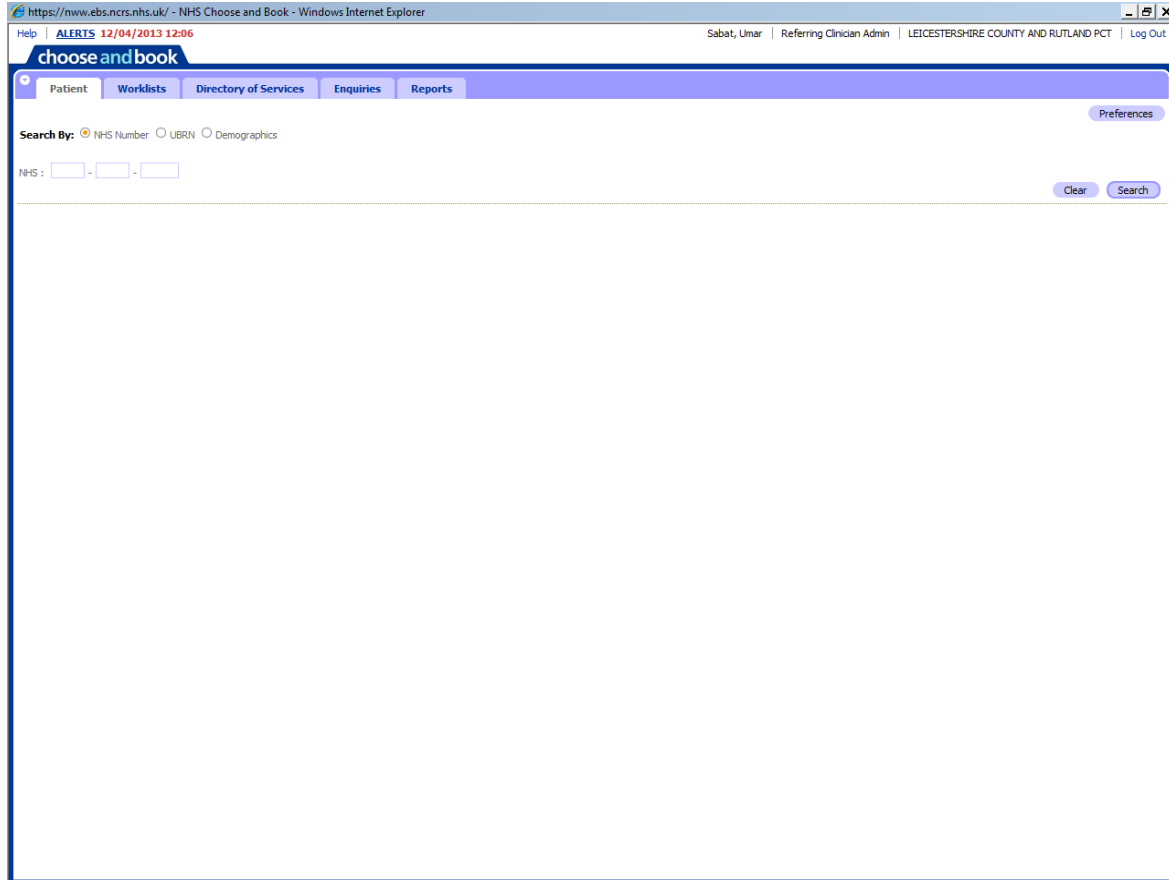
Name	Title / Responsibility	Date	Version/Issue
Charlie Carr	Head of Performance and Improvement, UHL	May 2013	3.0
Umar Sabat	Primary Care Facilitator, GEM CSU Leicester	May 2013	3.0
Umar Sabat	Information Governance Manager, GEM CSU Leicester	October 2013	4.0
Kalpesh Raithatha	IM&T Project Manager, GEM CSU Leicester	October 2013	4.0

Document Summary

This document is aimed at providing guidance on refer for advice on the Choose and Book system.

Part 1 – For Primary Care

Search for and select your patient via NHS number or via your UBRN.



The screenshot shows a web browser window with the URL <https://www.ebs.ncrs.nhs.uk/>. The page title is "NHS Choose and Book - Windows Internet Explorer". The browser's address bar shows "Help | ALERTS 12/04/2013 12:06" and the user is logged in as "Sabat, Umar | Referring Clinician Admin | LEICESTERSHIRE COUNTY AND RUTLAND PCT | Log Out".

The main content area is titled "choose and book" and has a navigation menu with tabs for "Patient", "Worklists", "Directory of Services", "Enquiries", and "Reports". The "Patient" tab is selected.

Below the navigation menu, there is a "Search By:" section with three radio buttons: "NHS Number" (selected), "UBRN", and "Demographics". To the right of this section is a "Preferences" link.

Underneath, there is an "NHS:" label followed by three input fields separated by dashes, intended for entering an NHS number. To the right of these fields are "Clear" and "Search" buttons.

The main body of the page is currently empty, indicating that no search results have been displayed.

https://www.ebs.ncrs.nhs.uk/ - NHS Choose and Book - Windows Internet Explorer

Help | ALERTS 12/04/2013 12:06 | Sabat, Umar | Referring Clinician Admin | LEICESTERSHIRE COUNTY AND RUTLAND PCT | Log Out

choose and book

Patient | Worklists | Directory of Services | Enquiries | Reports

Search By: NHS Number UBRN Demographics

NHS : 999 - 014 - 9623

Name: Xxxtestpatientaapb, Miss Ebs-Do Not Use
NHS Number: 999 014 9623
Date of Birth: 28/01/1912
Age: 101 years
Gender: Female

Telephone: Work: 011601616161
Textphone: -
Email: -
Fax: -

Address: Clarence House
Melton Street
Leicester
Leicester
Leicester
LE4 3SX

Refer/Advice | Update Person

Patient Activity List - Displaying patient activity within the last 18 months only.

Show All Non-Archived Referrals

Last Refresh 01/05/2013 16:37

UBRN	Requested Date/Time	Appointment Date/Time	Referred By	Category	Referral Type	Referral Sent	Clinical Context
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Print | View Archive

Click on **Refer/Advice**

https://www.ebs.ncrs.nhs.uk/ - NHS Choose and Book - Windows Internet Explorer

Help | ALERTS 12/04/2013 12:06 Sabat, Umar | Referring Clinician Admin | DR YB SHAH'S PRACTICE | Log Out

choose and book Patient: Xcctestpatientaapb, Miss Ebs-Do Not Use Gender: Female Date of Birth: 28/01/1912 Age: 101 years NHS: 999 014 9623

Service Search Criteria

* Initial Referring Clinician/Organisation: [dropdown] / DR YB SHAH'S PRACTICE

Search By:

* Request Type: [Appointment] * Priority: [-- Select --]

Enter one or more of the following fields. Entering information in more than one row may reduce the services returned.

* Clinical Term: [text input] ...

* Speciality: [dropdown] Clinic Type: [dropdown]

* Named Clinician: [text input] ...

Refine Your Search With:

Distances Within [input] Miles of [Postcode] LE4 3SX

Indicative Wait Time Less Than [input] Days

Organisation or Site Name: [text input] ...

Age and Gender Appropriate Services Only

Additional Options:

Sort By: [Distance] Content Sensitive [Request Additional Requirements](#)

Referring Information:

Commissioning Organisation: NHS WEST LEICESTERSHIRE CCG

Cancel View/Modify Shortlist Search Primary Care Search All

This site is secured using 128-bit SSL encryption. Trusted sites | Protected Mode: Off 100%

From the Search screen, select **Advice** from the REQUEST TYPE combo box

* Request Type: Advice

Use the Service Search options to search for clinically appropriate services.

Click **Search All**.

Those services meeting your selection criteria and that have agreed to respond to advice and guidance requests are displayed. **Select a single service** by clicking the radio button in front of that service.

Service Results		
Select	Miles	Service Name
<input type="radio"/>	-	General Cardiology - Cardiology - Lincoln Royal Inf - GGG
<input type="radio"/>	1	CAS General Cardiology - Cardiology - Bailhouse Practice - 1V1
<input type="radio"/>	1	General Cardiology- Cardiology - Lincoln Uni Hosp - HHH
<input checked="" type="radio"/>	97	General Cardiology - Cardiology - Mile End Hosp - BBB
<input type="radio"/>	107	General Cardiology - Cardiology - Bow District - CCC
<input type="radio"/>	115	General Cardiology - Cardiology - Sherbourne Royal Inf - EEE
<input type="radio"/>	116	General Cardiology - Cardiology - Frome Infirmary - FFF

Click **Request**.

https://www.ebs.ncrs.nhs.uk/ - NHS Choose and Book - Windows Internet Explorer

Help | **ALERTS 12/04/2013 12:06** | Sabat, Umar | Referring Clinician Admin | DR YB SHAH'S PRACTICE | Log Out

choose and book Patient: **Xxctestpatientaapb, Miss Ebs-Do Not Use** Gender: Female Date of Birth: 28/01/1912 Age: 101 years NHS: 999 014 9623

Advice Request Details

If you have automatically sent a referral letter from your referring system, this will not be seen by the service provider, as this is a request for Advice and Guidance. The service provider will only be able to see comments and attachments added in Choose and Book for this Advice Request.

UBRN: 0002-4005-5341
Service Name: xxxdo not usexxxTest Service General Eye Clinic-LRI-RWE
Location: LEICESTER ROYAL INFIRMARY
Clinical Term: -
Referrer Alert: To be used by UHL Booking centre only
Specialty: Ophthalmology
Clinic Type: Not Otherwise Specified
Priority: Routine

*Advice Request Details

Advice Request Attachments

[Add Attachment](#)

File Name	File Description	Remove
None Found	-	-

[Don't Submit](#) [Submit](#)

Type your request for advice and guidance in the Advice Comments. This is the only mandatory entry.

Help | **ALERTS** 12/04/2013 12:06 | Sabat, Umar | Referring Clinician Admin | DR YB SHAH'S PRACTICE | Log Out

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Advice Request Attachments

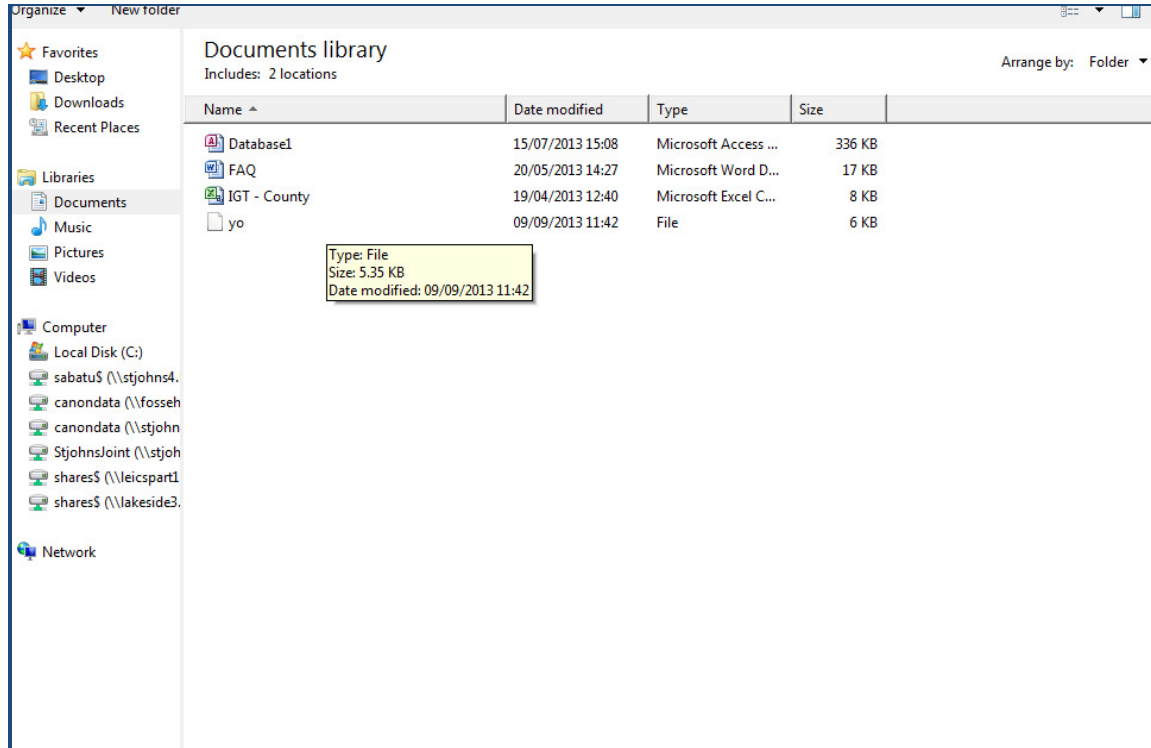
[Add Attachment](#)

File Name	File Description	Remove
None Found	-	-

You have an option to add attachments to this request. This can consist of photos, scanned images etc.

There is no limit on file size but I would recommend you try and keep the file size as small as possible.

Select the document of your choice



Help | ALERTS 12/04/2013 12:06 Sabat, Umar | Referring Clinician Admin | DR YB SHAH'S PRACTICE | Log Out

choose and book Patient: Xcctestpatientaapb, Miss Ebs-Do Not Use Gender: Female Date of Birth: 28/01/1912 Age: 101 years NHS: 999 014 96

Advice Request Details

If you have automatically sent a referral letter from your referring system, this will not be seen by the service provider, as this is a request for Advice and Guidance. The service provider will only be able to see comments and attachments added in Choose and Book for this Advice Request.

UBRN: 0002-4524-0049
 Service Name: Adult General Dermatology Service - Dermatology - LRI - RWE
 Location: LEICESTER ROYAL INFIRMARY
 Clinical Term: Referral to dermatology service
 Speciality: Dermatology
 Clinic Type: -
 Priority: Routine

*Advice Request Details

Advice Request Attachments

Add Attachment

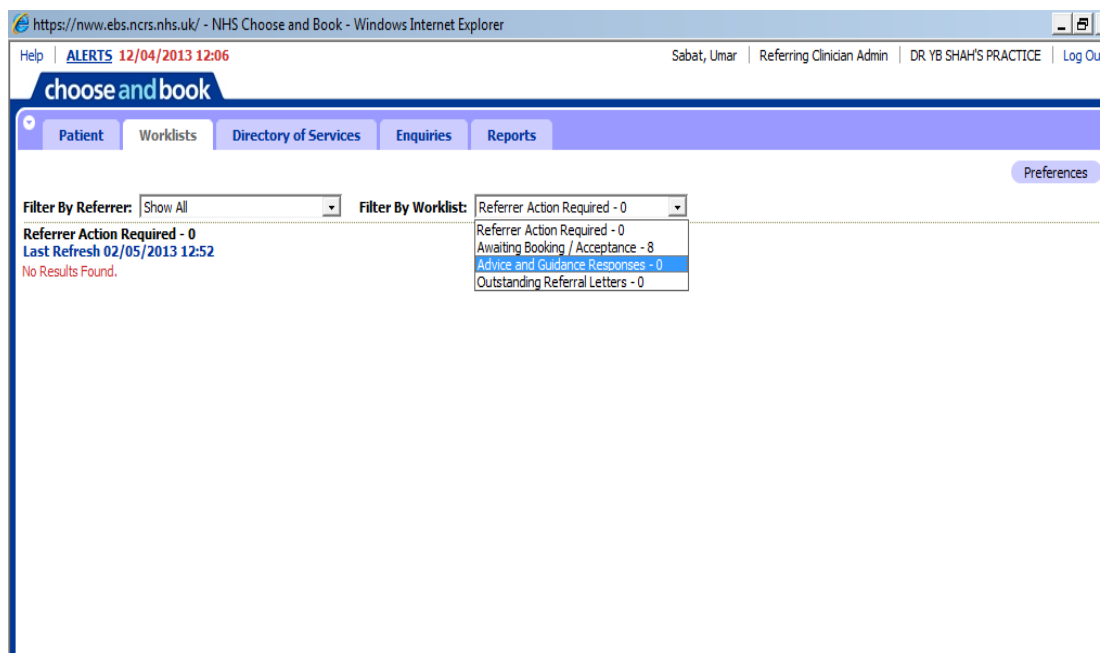
File Name	File Description	Remove
FAQ.docx	Click here to add File Description	<input type="button" value="x"/>

Don't Submit Submit

Document has now been attached to the request.

When finished, click **Submit**. It will be highlighted once you type something in the advice field.

This request for advice has now been sent to the hospital and will be sitting in their worklist.



It will now appear on your work list until this has been actioned keep checking for regular updates.

Click **Close**.