**Referral Guide for SystmOne:**

1. Click orange arrow icon below patient demographics when in a record
2. Open ‘Community’ page
3. Click ‘Carer Support Wiltshire’ button, highlighted below and labelled 1.
4. Write the referral and save the document
5. Right click the blue box at the bottom of the template, highlighted below and labelled 2.
6. Click ‘Send via NHSmail’, highlighted below and labelled 3.
7. Click ‘Existing Contact’, highlighted below and labelled 4.
8. Select ‘Carer Support Wiltshire’, highlighted below and labelled 5. If you cannot see the entry in the screenshot ensure you are on the ‘CCG Contacts’ tab.
9. Write email and send.



