Spire GP Interface (SGPi) – User Guides
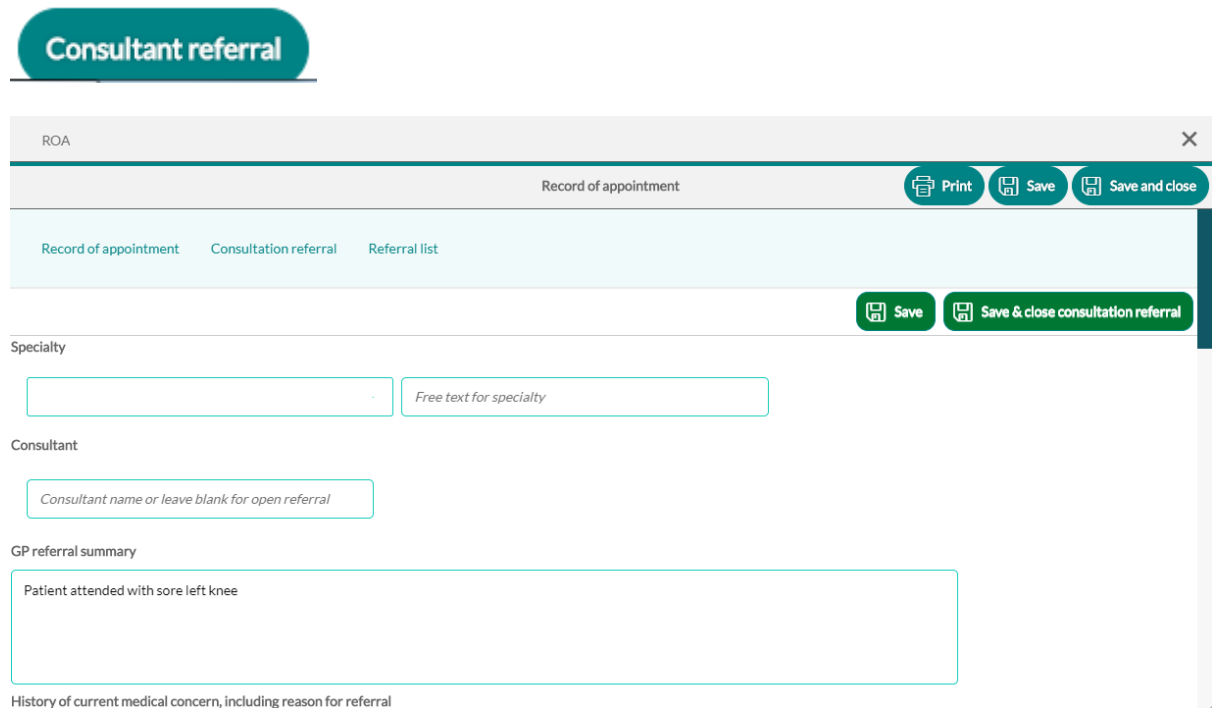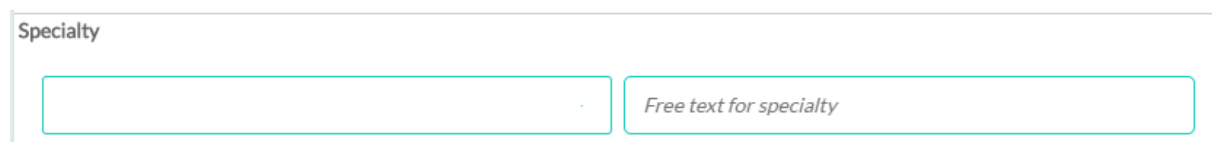
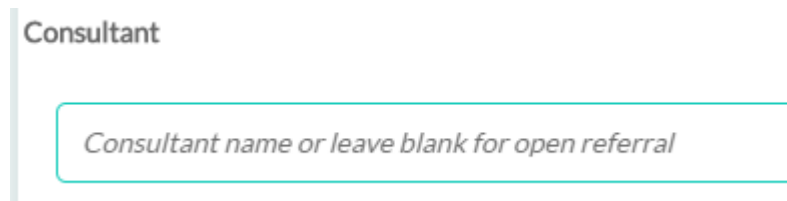# Quick look – Consultant referrals (Record of Appointment)

Once you open the consultant referral you can select or type a specialty that you wish to refer into ie, Orthopaedic Surgery. You can also free text into the second field a sub-specialty if applicable ie, Hip and Knee:

If there is a specific specialist that you wish to refer to you can free text:

GP referral summary:

GP referral summary

Patient attended with sore left knee

You will notice that the details you typed within the ROA have automatically transferred into this section. This is done primarily to save you time re-typing or pasting text from one place to another. If this text needs to be altered/added to you can simply edit within the free text box.

The remaining sections of the letter are optional and only need to be completed if they are applicable to the referral. Sections left empty will not appear on the referral letter when printed.

The section titles have been designed to act as a prompt; however the sections themselves are all free text enabling you to add whatever details are applicable.

Please note, that in each of the referrals you have two options:

Save

Save & Close

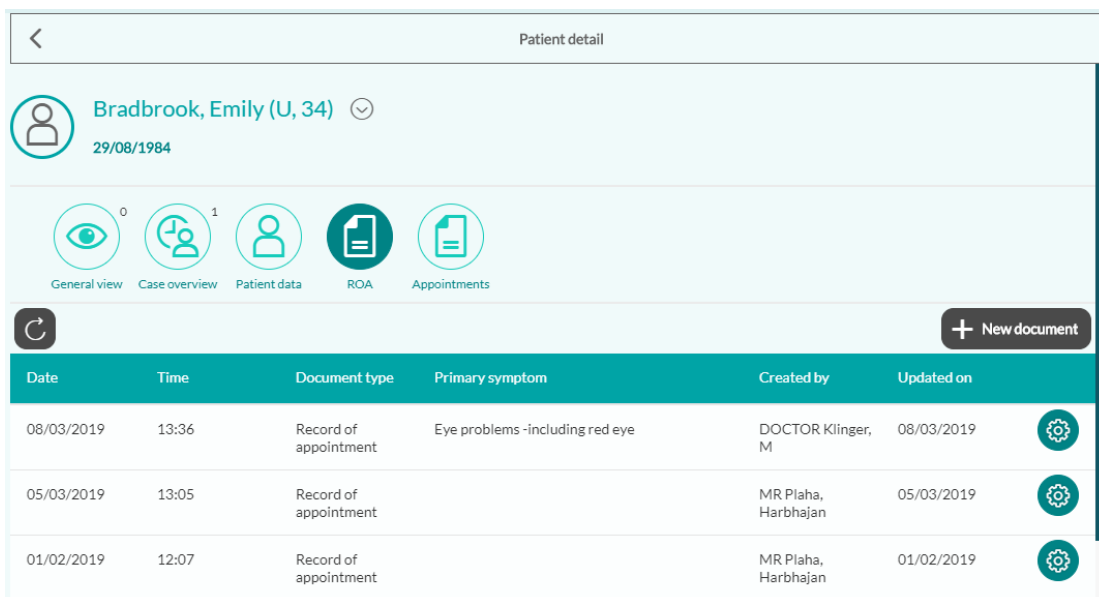It is important that you save regularly and select the correct option to continue your work flow.

Printing from SGPi

Once you have completed your ROA, any necessary referrals and the patient's Outcome letter you will need to print your documents.
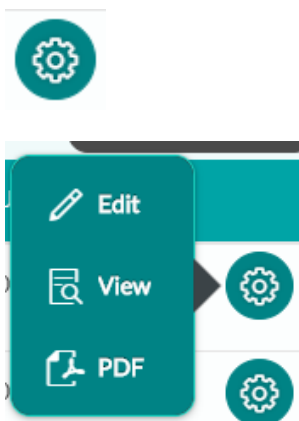
You can print within the ROA:
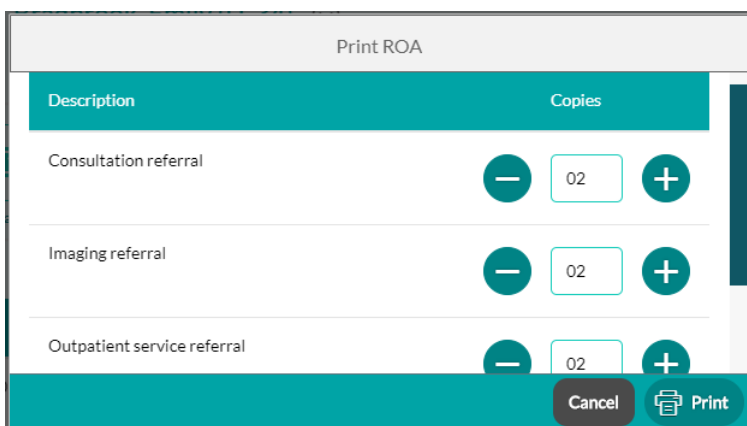
Or from the patient detail view:

You will need to click on the options button attached to the record you wish to print:

Select PDF.

You will then see a pop-up listing the documents that you can print:

By clicking you can simply print all of the attached documents.

If you wish to amend the number of copies you are prints you can do this manually prior to clicking print.

The number of copies is defaulted to the correct number required for each initial print.

Consultant Referral Letter - the default number of copies is two. You are required to sign the letters by hand. One is for the patient's medical record and the other is handed to the patient to enable them to make the necessary appointment.

All print outs – All SGPi print outs contain the local Spire hospital logos and should not therefore be printed on headed paper.