

Referral Guidance & Tips

FOR NHS Lothian Referrers

1

CLINICAL DECISION

Look at [RefHelp Guidelines](#) (including tools, calculators etc.) to help make an informed clinical decision to:

- Manage the Patient or
- Refer to Specialist
- Please check if patient referred previously.
- If you decide to refer, see [RefHelp](#) to know who, how, & where to refer?
- Arrange suggested preliminary diagnostics.

2

PATIENT COMMUNICATION

- Discuss with the patient and provide a patient information leaflet, if appropriate.
- Inform patients about possible delays, waiting times, and that advice only might be offered initially.
- Confirm the patient's contact details are correct on Vision/EMIS or Trak.

3

REFERRAL OPTIONS

Decide Referral priority & see options on [RefHelp](#):

- Email (Advice/Self-referral)
- Telephone (Advice/Self-referral)
- On Call Team (Emergency Admission /Advice)
- Flow Centre (Emergency Admission)
- Electronic Referral via Sci Gateway (Routine/Urgent/USOC)
- Paper (Letter)

4

e-REFERRAL (Primary Care Only)

- Use Sci Gateway.
- Select appropriate Specialty/Sub-specialty/ Site.
- Complete the electronic referral form.
- Attach any letters, test results, photographs or relevant documents (5MB max per file & 8MB limit per referral)

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HELP & SUPPORT

For any queries related to RefHelp or Referrals please email us at: loth.refhelp@nhs.scot

Alternatively, you can also use this form : [Report a problem/Feedback Form](#)