

## **How to guide to complete an online TRAK referral to NRU for an in-patient**

1. Log on to Trakcare
2. Select the patient you want to refer – selected area will become yellow.
3. Select 'new request' – this should be displayed on the top of TrakCare toolbar (top right).
4. Select 'Other' – this should be displayed on the toolbar shaded in grey.
5. On this page, locate 'sub category' and type in 'Rehabilitation Medicine Assessment' and press the looking glass icon to search for this.
6. Again, remaining on this page, select the looking glass icon at 'item' and select Rehabilitation Medicine assessment.
7. A new page will appear and a questionnaire will be displayed.
8. Please complete in full the questionnaire with all relevant patient details, including what the patient's goals would be.
9. Once completed, select 'update' – this will take you back to the original page.
10. Please select 'update' again on this page.

We ask that you take the time to complete the questionnaire fully and include all pertinent details. This will ensure that the referral is processed promptly to prevent delays for patients. If there should be any omissions from the referral form the vetting procedure will be on hold until all details are completed. In the event that a blank referral should be received the referring ward will be contacted and a repeat referral will be requested.