



Guide for Sending Advice & Guidance



Guide for sending an Advice & Guidance Referral

1. Launch Rego via System One:

a) Start a consultation for a patient and Select 'Auto Consultation'

- b) Click 'Help & Guidance'
- c) Click 'Rego Advice & Guidance'





d) Click 'Ok' on the window that appears.



e) Click 'Write Now' to open the document.

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2. Referral Form

a) Select a name from the user list. If your name does not appear then please select 'Other' and add your details, this will then be saved so you appear on the list going forward.

b) Select a Specialty from the list by scrolling or by starting to type.

c) Select a Pathway from the indicated options

d) Enter a textual summary of the presenting issue for the reviewing consultant

e) You may choose to upload any documents

(see instructional videos https://vantage.health/RegoSupport/a&g)

f) Click 'Send' and a message will appear confirming that your referral has been sent.

Reason for Referral	E				~
Select Specialty				b	
ENT				-	
Ears, Nose & Throa	ıt		c		
Indicate reason					
Balance/Dizziness	General ENT	Hearing	Nose / Sinus	Snoring & Sleep Apnoea	Throat (inc.Voice / Swallowing)
Dear Dr. This patient has had persiste steroid nasal spray but did in in the meantime? Should I re	ent nasal obstruction and snoring , and nprove a bit with steroid drops for a quest any imaging?	usmia and frontal headache for the fortnight but relapsed when they sto	past <u>2m</u> without nasal discharge. She has ppped. I think I need to refer as I imagine : e	a visible nasal polyp just visible in the upper she'll need a <u>polypectomy</u> but the soonest o	r left nasal cavity. She did not respond to utpatient appt. is 3m . How should I manage
Cancel	Save Preview CRI	Add Attachments			Send



3. Receiving Responses

a) You will be notified of a response to a referral via an 'NHS.mail' email to the Practice's generic email address, as supplied by the CCG. We suggest this is forwarded by an administrator to the responsible doctor (the process may vary in different practices).

b) The email will not detail the response but will indicate that one has been provided, please click the link to see the response.

VANTAGE, Health (VANTAGE, Health (VANTAGE, Health (VANTAGE, Health (VANTAGE))	AGE DIAGNOSTICS LTD)	Mark as rea
To: BENAYAHU, Adiel (VANTAGE DIAGNOSTICS L	ID);	
	London North West University Healthcare NHS Trust	
	Dear Dr. Heath,	
	Following your advice request for MICKEY MOUSE (NHS:), you have received a reply.	
	Please dick the button below to view the advice given. You may also respond by clicking the "Reply" button within Rego. View Advice / Reply	
	Clinical Commissioning Group	
	© 2020 Vantage Health	

- c) The response will be listed on the right-hand side of the screen under 'Advice'
- d) Click 'Request further info' to query the case further or;

d

e) Click 'Accept and Complete' to close the advice and guidance request

Advice 4	c	I ENT	Rego Tester (21-Apr-2020) (Northwick Park Hospital)
Thanks. She'll certainly need na your management. We'd certain help symptomatically and conti short course of oral steroids 5-1 effectiveness. Hopefully she's n stop! With these measures by th	endoscopy and we'd probably arrange a C ly want to see her as unilateral polyps need use steroid (we use fluticasone) drops and Od) is often helpful. It may be worth a 12w ot using long term decongestants which ca he time she sees us she may be better!	T sinuses but you may not be able to reques d biopsy so please refer. Meanwhile try regu make sure correct technique so they reach veeks course of clarithromycin as there is go n make the situation worse. And of course i	t that and it won't alter lar saline douches which the upper passage. A od evidence of f she smokes she must
Request further info	Accept and Complete	G	PDF



4. Importing a Response to System One

- a) Once you have received your response and do not wish to query it further, you may choose to save a copy of the referral to your S1 system. To do so use the PDF option from the advice screen.
- b) Click 'PDF' to download a PDF copy you can then import to EMIS

Advice	Rego Tester (21-Apr-2020) ENT (Northwick Park Hospital)
Thanks. She'll certainly need nasendoscopy and we'd probably arrange a CT sinuses but your management. We'd certainly want to see her as unilateral polyps need biopsy so p help symptomatically and continue steroid (we use fluticasone) drops and make sure co short course of oral steroids 5-10d) is often helpful. It may be worth a 12weeks course effectiveness. Hopefully she's not using long term decongestants which can make the s stop! With these measures by the time she sees us she may be better!	you may not be able to request that and it won't alter lease refer. Meanwhile try regular saline douches which orrect technique so they reach the upper passage. A of clarithromycin as there is good evidence of ituation worse. And of course if she smokes she must
Request further info Accept and Complete	PDF

5. Support

Rego has support options built into the system, therefore the easiest way to access the support desk is once you have started to send a referral, or have accessed an advice response.

On the Right hand side of all Rego screens is a 'Live Chat' button (a). Using this option will open a chat window with an available member of the team, and if there are no available members it will direct you to a webpage to leave a message (b). The team will then get back to you when they are able to.

Leave Message
PLEASE NOTE: If you have received this link in error and need to refer an urgent care referral into the South East, please <u>click here</u> to login to Rego to start your referral. Existing users of RegorbeRG do NOT need to sign up to use the Urgent Care pathway. Simply access as usual to the system. Thank you. Leve a message and we will come back to you shortly Please provide as many details as possible along with your contact information. Name Email Phone Practice Name
Add file or screenshot
Question
Leave Message