



OARS TRAINING GUIDE

oars.ouh.nhs.uk

TO REGISTER



- 1) Enter and confirm e-mail address (must be @nhs.uk or @nhs.net)
- 2) Enter your details (you can edit at a later date)
- 3) Receive e-mail, follow link to set password and you're in

MAKE A REFERRAL



- 1) Choose speciality to refer to (e.g. neurosurgery)
- 2) Enter patient details (name, DOB etc) and referring Consultant name and email
- 3) Enter your referral question + details
- 4) Confirm your details
- 5) Option to print a pdf document

VIEW REFERRAL LIST



- 1) You or your team are responsible for reviewing the referral updates
- 2) Click "My referrals" or "My team" or "My organisation"
- 3) Search for your referral via 'Search' box from dashboard

VIEW & UPDATE REFERRAL



- 1) Open the referral (click on the record in list view)
- 2) Click "Edit info" (top-right) to edit patient/consultant details
- 3) Scroll to bottom of page to open any messages from specialist team
- 4) Send messages; indication at the base of your message let's you know if it has been read

MAKE YOURSELF THE POINT OF CONTACT FOR A REFERRAL

- 1) Open a referral (click on record in list view)
- 2) Select "Make me the main contact"
- 3) Confirm your details

CLOSING REFERRALS

- 1) Following a Specialist decision (e.g. Manage locally) the Referrer has 5 days to respond
- 2) If no response has been received the Specialist can close the referral
- 3) Referral content will still be visible
- 4) Further enquiries will require re-referral

A REFERRAL MOVES THROUGH SIX STATUS STEPS



THE DASHBOARD & REFERRAL PAGES

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Click logo to return to dashboard

The dashboard screenshot includes the following callouts:

- Click logo to return to dashboard**: Points to the OARS logo in the top left.
- Edit your details here**: Points to the user profile dropdown in the top right.
- Start a new referral**: Points to the '+' icon labeled 'Create referral'.
- List of referrals you have been associated with**: Points to the 'My referrals' icon.
- List of referrals from your organisation**: Points to the 'My organisation' icon.
- List of referrals from your speciality**: Points to the 'My team' icon.
- Search by name or hospital number**: Points to the search bar.
- Link to help page and help e-mail**: Points to the footer text 'Need help? Dashboard / Index v1.0.1028.0'.

Link to help page and help e-mail

The referral page screenshot includes the following callouts:

- Click to make yourself the main point of contact**: Points to the 'Make me the main referring contact' button.
- Timeline of referral stages**: Points to the vertical timeline showing stages like 'New', 'Specialist reviewed', 'Message', 'Outcome decided', etc.
- Click to read message**: Points to the 'Open message' button in the 'Referral History' section.

Need Help?
 E-mail us: imandtservicedesk@ouh.nhs.uk
 In OUH? Call the IT Helpdesk - 22822