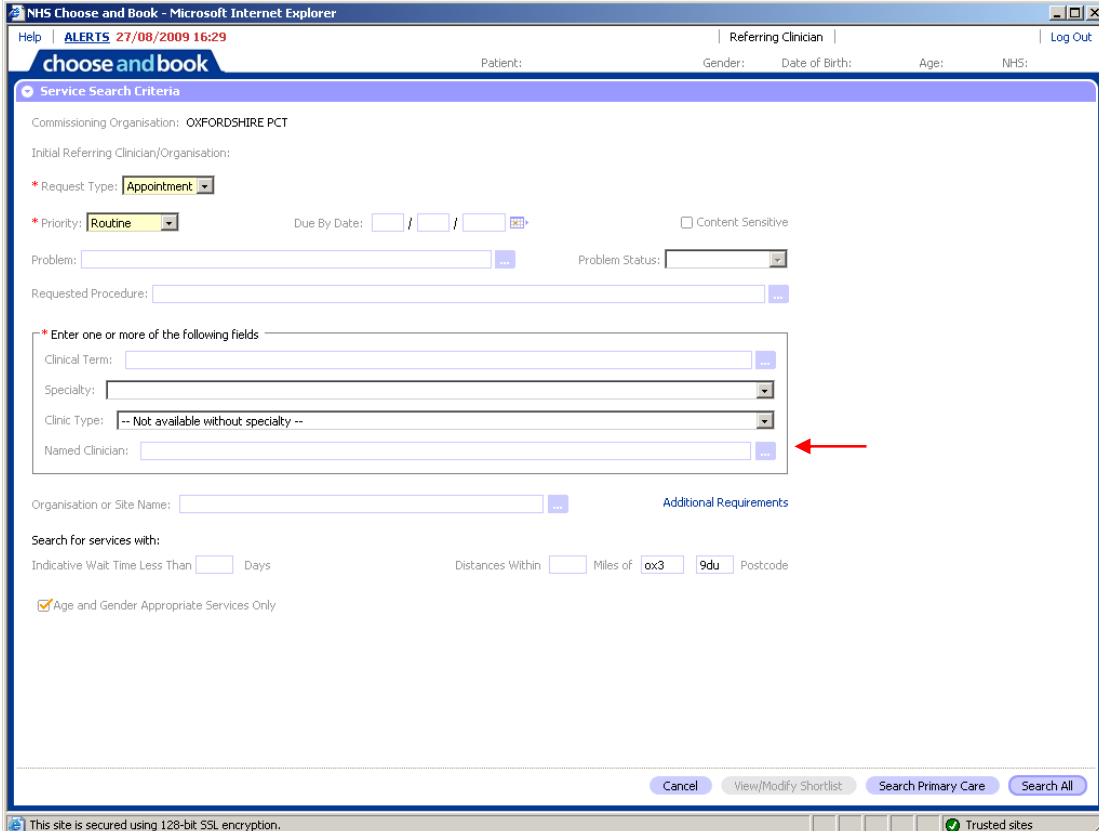


## Referring to a Named Clinician via Choose and Book

The majority of the ORH clinicians have been registered with a smartcard and have been assigned to their services on Choose and Book.

If you are unable to find a clinician on Choose and Book please contact the Choose and Book advice service (01865 743399) who will be able to assist with finding a particular clinician's service.

To enter the search for a named clinician click  in the Named Clinician box.

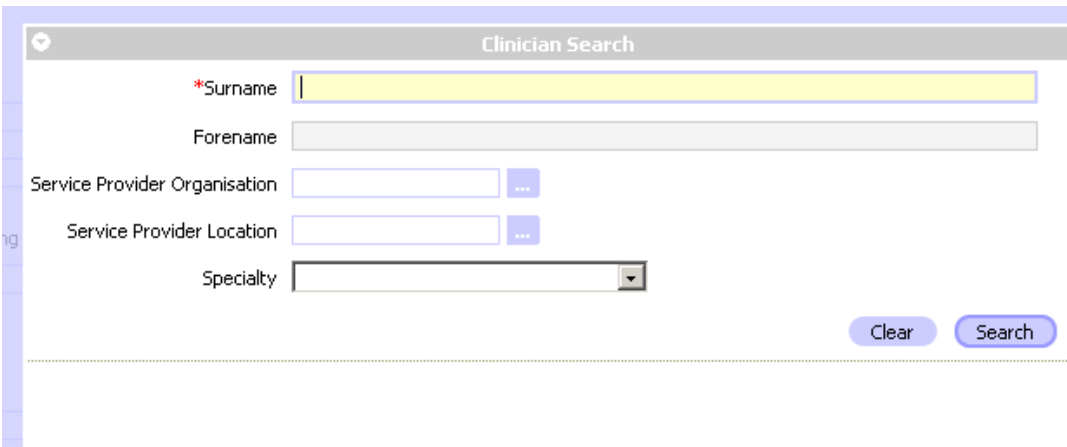


The screenshot shows the 'Service Search Criteria' form in a Microsoft Internet Explorer browser window. The form is titled 'Service Search Criteria' and includes the following fields and options:

- Commissioning Organisation: OXFORDSHIRE PCT
- Initial Referring Clinician/Organisation:
- \* Request Type: Appointment (dropdown)
- \* Priority: Routine (dropdown)
- Due By Date: [ ] / [ ] / [ ] (calendar icon)
- Content Sensitive:
- Problem: [ ] (dropdown arrow icon)
- Problem Status: [ ] (dropdown)
- Requested Procedure: [ ] (dropdown arrow icon)
- \* Enter one or more of the following fields:
  - Clinical Term: [ ] (dropdown arrow icon)
  - Specialty: [ ] (dropdown)
  - Clinic Type: -- Not available without specialty -- (dropdown)
  - Named Clinician: [ ] (dropdown arrow icon) ← Red arrow points here
- Organisation or Site Name: [ ] (dropdown arrow icon)
- Additional Requirements
- Search for services with:
  - Indicative Wait Time Less Than [ ] Days
  - Distances Within [ ] Miles of [ox3] [9du] Postcode
  - Age and Gender Appropriate Services Only

Buttons at the bottom: Cancel, View/Modify Shortlist, Search Primary Care, Search All.

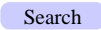
The search screen will appear



The screenshot shows the 'Clinician Search' form with the following fields and buttons:

- \*Surname: [ ] (highlighted in yellow)
- Forename: [ ]
- Service Provider Organisation: [ ] (dropdown arrow icon)
- Service Provider Location: [ ] (dropdown arrow icon)
- Specialty: [ ] (dropdown)
- Buttons: Clear, Search

Enter the **Surname** of the desired Clinician you wish to find, then enter further details if you wish to limit the search findings (e.g. forename, organisation or location or specialty).

Click 

Choose and Book now shows you all the Named Clinicians in the system that meet your search criteria.

The screenshot shows a 'Clinician Search' window with the following fields and results:

- \*Surname: dwight
- Forename: (empty)
- Service Provider Organisation: (empty)
- Service Provider Location: (empty)
- Specialty: (empty)

Buttons: Clear, Search

Name	Job Role-Location
Dwight, Jeremy F St John	Consultant - OXFORD RADCLIFFE HOSPITALS NHS TRUST

To select one of the Clinicians, click on their row, not their name, to highlight them in orange.

Click

This screenshot is identical to the previous one, but the search result row is highlighted in orange. Additionally, there are 'Cancel' and 'Done' buttons at the bottom right of the window.

Name	Job Role-Location
Dwight, Jeremy F St John	Consultant - OXFORD RADCLIFFE HOSPITALS NHS TRUST

Buttons: Cancel, Done

You will now see the name of the selected clinician in the **Named Clinician** field on the main screen.

The screenshot shows the 'Service Search Criteria' form in the NHS Choose and Book system. The 'Named Clinician' field is filled with the name 'Dwight, Jeremy F St John'. Other fields include 'Request Type' set to 'Appointment', 'Priority' set to 'Routine', and 'Specialty' set to 'Cardiology'. The 'Organisation or Site Name' field is empty. The 'Search for services with' section shows 'Indicative Wait Time Less Than' set to 0 days, 'Distances Within' set to 0x3 miles, and 'Postcode' set to 9du. The 'Age and Gender Appropriate Services Only' checkbox is checked.

Only those services that the clinician is assigned to will be displayed.

The screenshot shows the 'Service Selection' screen with a table of search results. The table has columns for Select, Miles, Service Name, Referrer Alert, Directly Bookable, Location, Patient Information, Appointment Type, Specialty, Indicative Wait Time, Organisation Type, and Menu. Two services are listed:

Select	Miles	Service Name	Referrer Alert	Directly Bookable	Location	Patient Information	Appointment Type	Specialty	Indicative Wait Time	Organisation Type	Menu
<input type="checkbox"/>	-	Advanced Heart Failure-Cardiology-Oxford Radcliffe-RTH		N	JOHN RADCLIFFE HOSPITAL	nhs.uk	First outpatient	Cardiology	15 Days	NHS Trust	Secondary Care
<input type="checkbox"/>	-	Cardiology-Oxford Radcliffe-RTH		N	JOHN RADCLIFFE HOSPITAL	nhs.uk	First outpatient	Cardiology	38 Days	NHS Trust	Secondary Care

Below the table, there is a 'Compare Services' link. At the bottom of the screen, there are buttons for 'Cancel', 'Search Criteria', 'Appointment Search', and 'Request'.