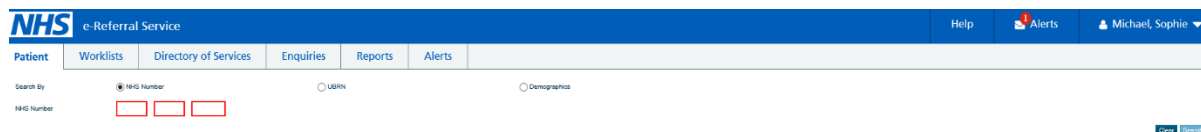


## Adding Photo's/ Documents to ERS Referral

1. To start, you will need to export any documents you need from EMIS and save them to your desktop. Next, Find patient referral on ERS using either NHS number or UBRN.



The screenshot shows the NHS e-Referral Service search page. At the top, there is a navigation bar with 'Patient' selected. Below it, there are search options: 'NHS Number' (selected), 'UBRN', and 'Demographics'. There are three empty input boxes for the search criteria. A 'Search' button is visible at the bottom right of the search area.

2. Click the active UBRN number to see the referral summary.

### Patient Activity List - Displaying patient activity within the last 18 months only.

Show All Non-Archived Referrals

Last Refresh: 28-Feb-2022 13:56

[Refresh List](#) [Print List](#) [View Archive](#)

UBRN	Requested Date/Time	Appointment	Referred By
	28-Feb-2022 13:56	-	MALONE, Anna

3. This will take you to the referral summary page, scroll down to the bottom of the page and find 'attachments'. Select 'add/remove attachment'

#### Attachments

[Add / remove attachment](#)

#### Additional requirements

[Add / update requirements](#)

4. Select the 'choose file' and select the documents or photos that need to be attached then choose 'submit'. You can use this section to edit the referral at any time to add/ remove any attachments. Once you have attached all relating files click submit.

[Go back to referral summary](#)

## Referral attachments

Upload a file 

Choose a file

No files are attached

Submit