

## HOW TO REFER STEP BY STEP:

1. Ensure the referral proforma is fully completed. A reason for referral must be documented in the patient notes following investigations, including a diagnosis of the above conditions.	
2. Access the ERS Service <a href="https://ers.nhs.uk">https://ers.nhs.uk</a> Locate the patient on the NHS e-Referrals Service	
3. Ensure the necessary fields are completed on ERS: Referring Clinician Request Type Priority <b>Specialty:</b> Dermatology <b>Clinic Type:</b> Basal Cell Carcinoma / Not Otherwise Specified / Skin Lesion (non 2WW)	
4. Once ERS fields are completed, <b>“search”</b> on the bottom right	
5. Select (tick box <b>“B&amp;D Skin Dermatology Services (DO NOT ATTEND LABURNUM HEALTH CENTRE)”</b> )	
6. Then select <b>“Book/Send for Triage”</b> and then <b>“Defer to Provider”</b> . If you see a warning to proceed select <b>“Yes”</b> and confirm patient details.	
7. Select the service (tick box), then <b>“Submit”</b> . Attach the EMIS referral form via <b>“Add referral letter”</b> and include a brief summary  <b>Referral now completed</b>	