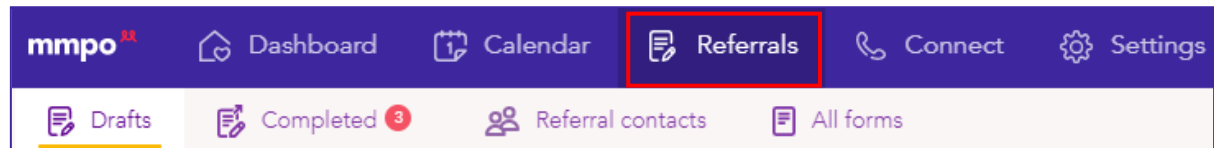


Tiaki – Creating a new referral

Overview

This document takes you through a step by step process of how to create a new referral in Tiaki. During the onboarding of Tiaki you will automatically get referrals associated with your DHB loaded on to your Tiaki profile. We can also load your personalised referrals on to Tiaki.



New Referral

To create a new referral, select the purple button as pictured on the bottom right hand side of your screen, under the subheading Drafts and Completed. To create a referral Tiaki will take you through a 6-step process.



Step 1/6 -Select your referral

You will now see Step 1/6 display as pictured below. In step 1 you can change between care locations if you are part of multiple. This is also where you select the referral you would like to use by typing or scrolling through the drop-down box then click 'Next' to go through to step 2.

Step 1/6 Type of referral

Care location
Test care location
[Edit](#)

Choose referral ↓

Next

Step 2/6 – Choose woman

On step 2 you will see the 'Type of referral' appear along side the care location in the pink banner which you can edit along with the care location. You now need to select the woman you would like this referral for from the drop-down box.

Step 2/6 Choose client

Care location
Test care location
[Edit](#)

Type of referral
TDHB Birth Booking Form
[Edit](#)

Who is getting referred*
Choose woman ↓

Previous Next

At any stage you can click 'Previous' to go back and view or edit any step

Step 3/6 – Fill in the referral

You will now see the woman appear in the pink banner along with the care location and type of referral you selected in Step 1 and 2, you still have the option to edit these. Below you will see the pre-filled form under each blue heading, please check all details are correct. Click through each heading to fill in the details required, once complete click 'Next'.

Step 3/6 Fill form

Care location
Test care location
[Edit](#)

Type of referral
TDHB Birth Booking Form
[Edit](#)

Woman
Alisha Connor (FBK9402)
[Edit](#)

Below is the pre-filled form, please check that all details are correct.

Woman's Details ↓

Current Pregnancy ↓

Social ↓

Blood Results ↓

Medical Information ↓

[Previous](#) [Next](#)

NOTE: You can exit at any time and either save or delete the referral. If you select save the referral will sit in your drafts, allowing you to go back to the referral from where you last left.

Step 4/6 – Add attachments

In this step you can add an attachment/s i.e. a scan to send with your referral, simply by clicking the green button and uploading from your desktop or smart device. If you do not have an attachment to add click 'Skip and review'.

Step 4/6 Add attachments

Care location
Test care location
[Edit](#)

Type of referral
TDHB Birth Booking Form
[Edit](#)

Woman
Alisha Connor (FBK9402)
[Edit](#)

This is the last step you can still edit your care location, type of referral or woman

Add attachments to your referral

[Add attachment](#)

Upload a pdf, jpeg, jpg or png.


[Previous](#) [Skip and review](#)

Step 5/6 – Preview the referral

You will now see a preview of your filled in referral, please check all your details are correct. If you are happy with the referral, please click 'Next' to go to the last step or click 'Previous' to go back and make changes.

Step 5/6 Preview form

Previous Next



BIRTH BOOKING FORM

GP: Rebecca Langley NHI: FBK9402 LMC: Helen Hemsworth


Mother's Full Name: Alisha Connor DOB: 09/12 Age: _____
Previous names mother known by: _____ Ethnicity(s): _____
Address: 8 Pensacola Cres, Bro Phone (H): _____ Iwi(s): _____
(W): 0226223554 NZ Resident: Yes No

This arrow will open the filled in form in another web browser where you can save a copy or print

Step 6/6 – Send the referral


You can now add the recipient of your referral by email or fax. If you have any referral contacts saved, these will appear in a drop down once you select email or fax. See Referral overview for more information on Referral contacts.


Step 6/6 Send form



TDHB Birth Booking Form
Alisha Connor (FBK9402)
[View](#)

If you click 'View' here, Tiaki will take you back to Step 5 to preview the referral.

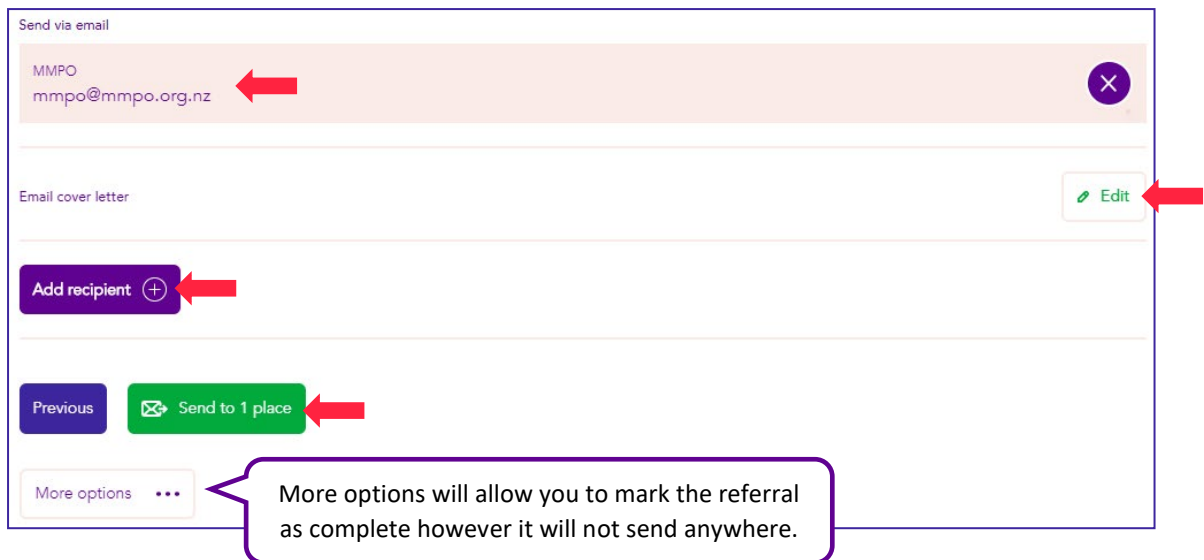
Add recipient 

Send via email 

Send via fax

If you have selected email, Tiaki will give you the option to edit an email cover letter. This will allow you to edit what will be sent in the body of the email.

Once the contact has been entered for fax or email, the send button will turn green allowing you to now send the referral. You can also add another recipient by following the same process as above.



Once you click send a pop up box will appear letting you know we are sending your referral and it can sometimes take up to 30minutes, if we have any problems sending your referrals you will receive an error. Please see referrals overview for more information on errors.

Now that the referral is complete, you still have the option to go back into the referral and send it again. By clicking on the subheading 'Completed', then clicking on the pink banner for the appropriate referral and following the same steps as above.

Please see Referrals overview to find out how to print your Completed and blank forms.