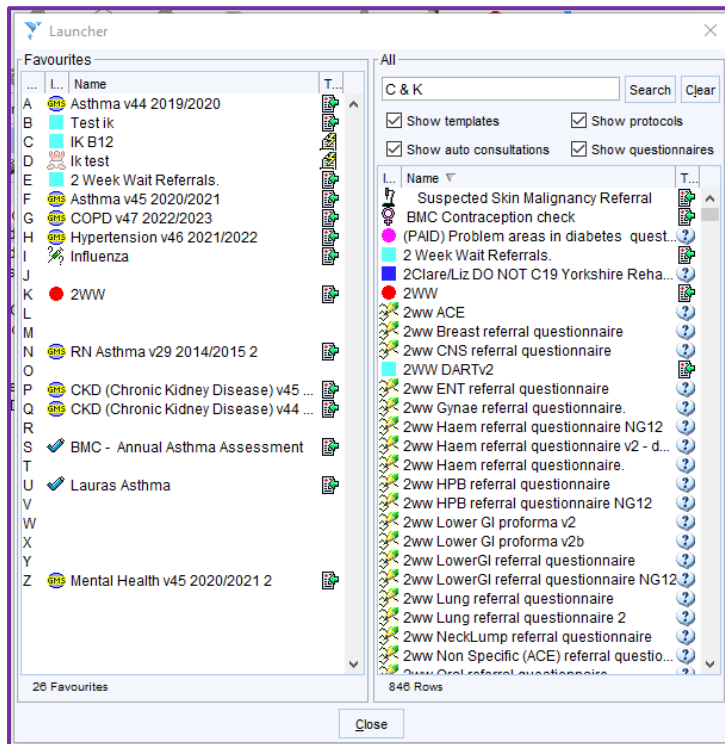**Calderdale & Kirklees Medical Examiner's Office**

Referring in to the Medical Examiner's Office, you will need to use the F12 function to access the Clinical Template. Once the process is live, this will be accessed via Ardens.

To make it available, each individual user will need to follow these steps;
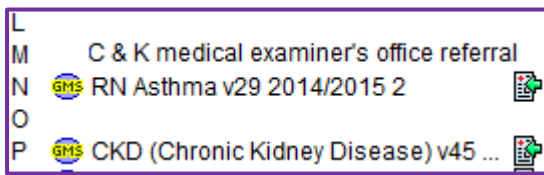
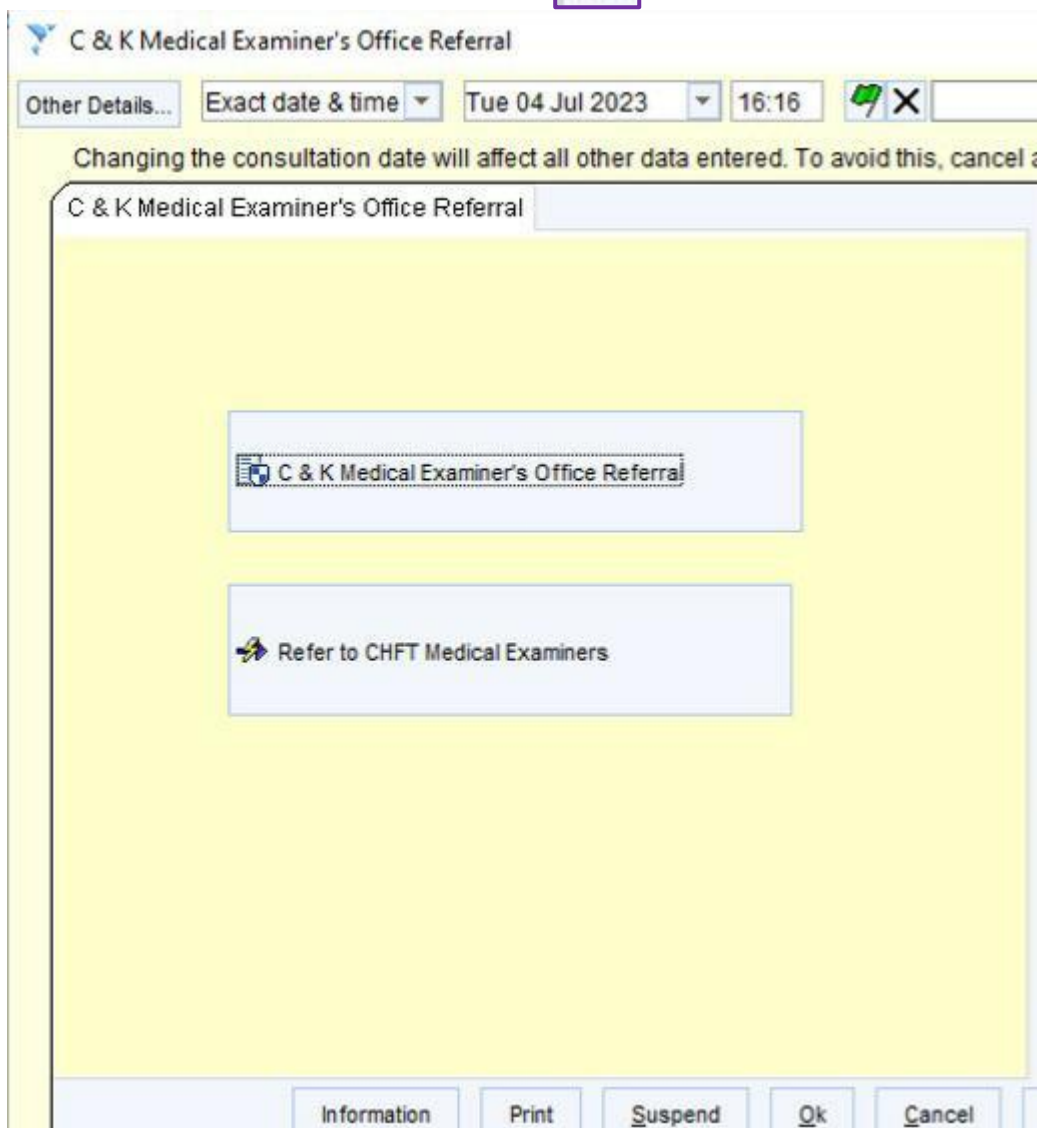1) Press the F12 button on the Keyboard. The Launcher window appears:

2) On the right-hand side, search for "**C & K Medical Examiner's Office Referral**":
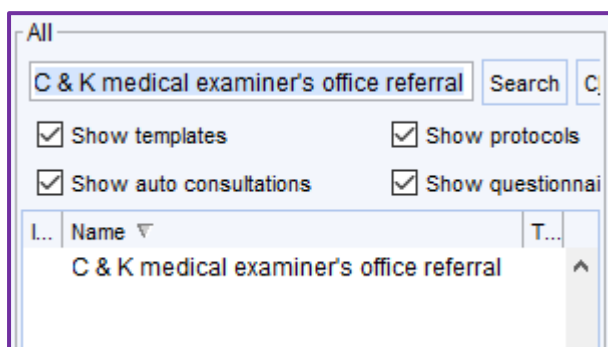
3) From the list returned below, single left mouse click on the Template and drag it to an appropriate letter on the left hand side – ie "M" in this example:

4) To use the Template **from the deceased patient's record**, press F12 on the keyboard followed by the letter associated with the template (also on the keyboard). **Remember the patient should be <u>marked as deceased</u> but <mark>not deducted</mark>.**

5) The SystmOne referral form needs to be completed first (the top option with the paper & blue/white shield icon)

6) This is an example of how to fill it out:

7) Then back on the previous screen, click the "Refer to CHFT Medical Examiners" with the lighting rod / arrow icon.

8) Final step, as ever for SystmOne, click "Save" to enact the referral.