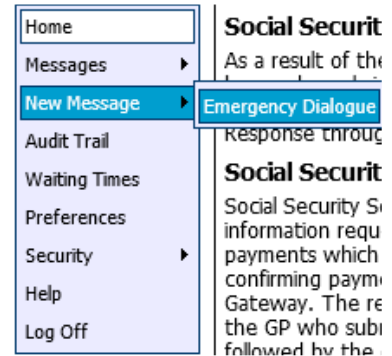


## SCI Gateway neurosurgical referral instructions

1. Open SCI Gateway by clicking the icon “SCI Gateway 13.0” on your desktop, and select the live instance.
2. Log in using you SCI Gateway username and password.
3. Select the site you are referring from: RAH or IRH.
4. From the menu on the left hand side of the home page, select **New Message** and then **Emergency Dialogue**.
5. Complete the first drop-down menu to create the dialogue.
6. Enter the patient’s demographic details and select **Match** in order to match the dialogue with the electronic patient record. Select **Proceed Without Match** if you have an anonymous patient.
7. Select the tabs along the top of the page to complete the following sections: **Patient Demographics**, **Referrer**, **Observations**, **Past Medical History**, **Scans**, and **Dialogue**. Please note sections marked by an asterisk, or in red, are mandatory.

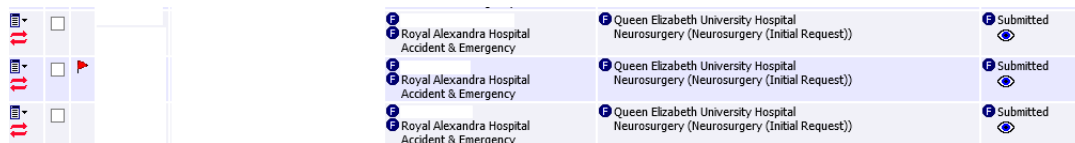


8. **Patient Demographics**
9. **Referrer** – Note that the referring doctor’s details can be changed at this stage. It is not necessary to complete the Neurosurgery consultant details.
10. **Observations** – Please complete as fully as possible. Important to note that the **Immediately Life Threatening** tick-box will send a page, on completion, to the on-call neurosurgical registrar and should be used at the clinician’s discretion.
11. **Past Medical History**
12. **Scans**
13. **Dialogue** – A free-text box to make your referral.

### Observations

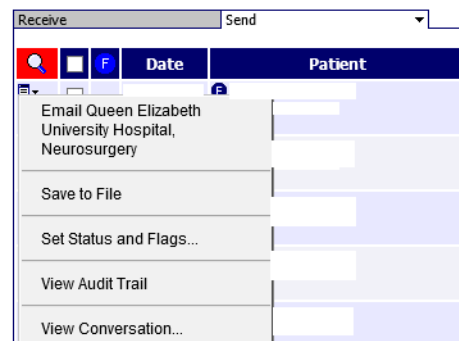
Immediately Life Threatening

14. Once the tabs are completed, select **Send** to send your referral, or **Save as Draft** to come back to it later.
15. To read the reply, go to the home page, select **Messages** and then **Emergency Dialogue**.
16. Here you should see your patient's name in the list of referrals.
17. Under **F** you will see referrals that have been flagged as Immediately Life Threatening. Under **Status** you will see "submitted", indicating your referral has been sent, and an eye symbol will appear to indicate it has been seen.



18. To check if a reply has been sent, select the drop down menu in the form of the list icon, under the magnifying glass on the left, and select **View Conversation...** Alternatively, you can select **Receive** to see replies for all patients.

19. By selecting the patient's name highlighted in blue you can read, and reply directly to, the message from the neurosurgical team.
20. To reset your SCI Gateway password, select **Forgotten your password?** on the log-in page. You will be asked to answer your security questions, and a password reset link will be sent to your NHS email.



21. If you have not set up security questions then click on "eHelp", found on the desktop. Here, click **Fix**, then **Password Reset**, and complete the online form. You should be contacted with new log-in details in due course.