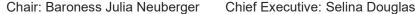


Community Dental Service

Referral Portal Guide









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About the Referral Portal

The Referral Portal allow referrers to send referrals to your service directly. Your community dental provider will provide you with a link to the portal or a button will be available on their website.

The link for your Whittington Community Dental Service referral portal is as follows:

https://ewnd.sfd.co/referral

The referral portal will offer the ability to create an account, fill out and submit your referral, then track the referral you have submitted.

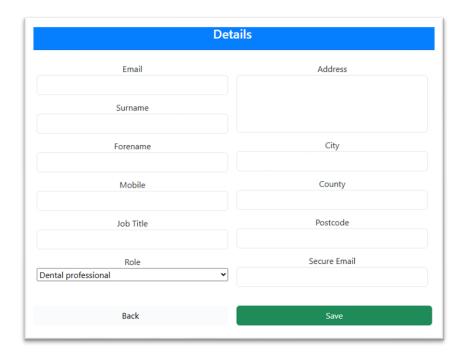
How do I create a referrer account?

Referrals will only be accepted by the service if you register with a secure email address from NHS.mail or Gov email account. You will need to have access to the email account that you submit your referral under. You will also need to provide your mobile number for multifactor authentication.

Visit the portal site using the following link https://ewnd.sfd.co/referral or via our dental webpage on the main Whittington Website – link to this will follow (currently under review)

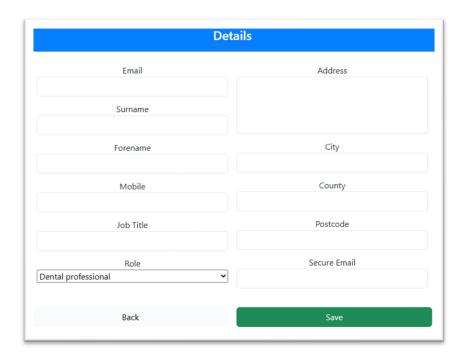


Select **Register** to create an account.





Enter your details. Please include all details. Your email address is required, as you will be required to use your email address to log back into the referral portal. Secure email is also required, this will be used for communicating any patient updates



Click Save to register your account.



Once logged in, you have the ability to change your details by selecting the **Settings** button at the bottom of the screen.

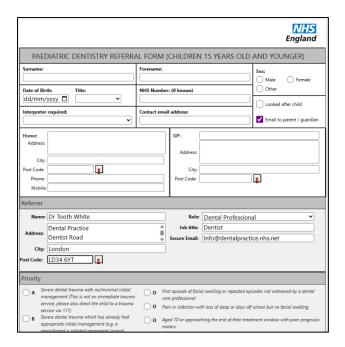
How do I refer a patient?

Log in to the referral portal, as shown in the previous section. Once logged in you will have access to the available referral forms.



Select the required referral form by clicking the name of the form.





Your personal details as the referrer will be automatically added to the form. Fill out the referral form as required.

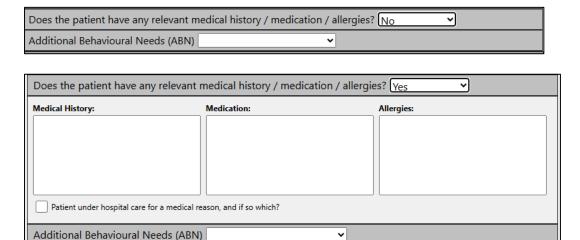
The forms available will vary but each form comprises of text boxes, check box, drop down options and allows you to upload images if required.

You will notice on the form that the address can be looked up by selecting the Postcode button next to the postcode field. Once selected this will auto fill the address fields. You can still manually enter the address if required.



The form will change and expand depending on the options selected on the form.

See example below:





Parts of the form are mandatory. This is indicated on the form with fields marked with an Asterix.

When you have completed the referral form the Submit button is located at the bottom of the form



Click Submit.

Note: If your form does not submit the form will indicate the mandatory fields that have been missed. Please fill the fields and submit again.

How do I review my submitted referral.

Once the referral has been submitted to the Community Dental Service, you are able to view the status of the referral within the Referral Portal.

Login to the portal as shown in section 1.

Within the Portal you will see the referral forms that you have submitted.



When the referral is submitted it will automatically be placed on a waiting list as 'Submitted'.

Note: It is important to note that this does not indicate that the referral will be accepted. Each patient will still undergo a triage process as per the Community Dental Service policy and process.

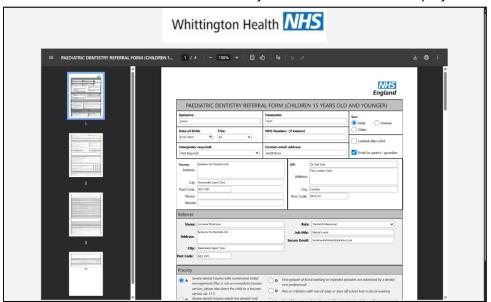
You are able to view the status of the referral within the Portal. The Status is shown next to each referral and will automatically update as the patient moves through their referral Journey.

To view your submitted referral form, select the PDF icon next to the referral



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Once the button is clicked a PDF view of your submitted form is displayed.



Click back at the bottom of the PDF View to return to the Portal referral list.

