Instructions for referral form build

1. The form header must match the example; the form must include the QR code shown on the top left-hand comer, the title and the line which reads: Please email completed forms to [scwcsu.coventrywarwickshire@nhs.net](mailto:scwcsu.coventrywarwickshire@nhs.net)
2. The QR code should also feature at the end of the referral form on the right-hand side of the screen. Please note that this is a different QR code to the one at the start of the form. Any additional information that isn’t part of the referral should be put under the ‘’line’ that indicates the end of the referral form.
3. The form layout must match the template provided. Please do not add any new fields – e.g. Age or move any fields. The form works by reading the question and the answer so please do not change the wording of the questions.
4. We have separate Address and Postcode fields. If you cannot separate out the address and postcode, please include the postcode box but leave this field blank.
5. Ideally, the measurement units would be omitted, however, if it isn’t possible to display the reading without the unit, we can still accept this.
6. Please only include the most recent reading in the measurement fields, we will only process the one most recent measurement.
7. Where options are to be selected, please use a dropdown. We cannot accept tick boxes. Where a dropdown is used, please default to ‘Please Select’. Therefore, if the question is not answered, we can default ‘Please Select’ to blank.
8. All of the dropdown fields should have a Yes/No dropdown, apart from ‘If required, what is the patient’s preferred method of contact?’ which should have a Phone/Email/Letter dropdown.