**Step by step screen shots**

1. From home screen, select the patient to bring up their records. Once in their records select CPCS icon in toolbar (if already installed) or by typing CPCS in ‘search features’ bar at the bottom left hand side of the screen.

Graphical user interface, text, application

Description automatically generated

1. The Ardens template will pop up and select CPCS (first option).

Graphical user interface, text, application

Description automatically generated

1. From the screen below, the first option is ‘reason for referral’ and to make it easier Ardens have created a list of conditions that are suitable for sending to the community pharmacist. To open up this list click on the icon where it states ‘Click.’

Graphical user interface, text, application, email

Description automatically generated

1. Select a condition from the list and select ‘Ok.’

Graphical user interface, text, application

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1. Tick ‘Referral to CPCS’ option and click on the rectangular button next to it to open the Word document that will be sent to the pharmacist. (Do NOT click on the pencil in between the tick and the rectangular button).

Graphical user interface, text, application

Description automatically generated

1. A pop up window will open to confirm that you would like to create a new letter. Select ‘Write Now’ from this window.

A screenshot of a computer

Description automatically generated

1. In the Word document, go to the bottom of the letter and type in the last box the reason for referral and time frame. Then select ‘Save Final Version.’

Graphical user interface, application

Description automatically generated

1. This is probably the MOST IMPORTANT STEP as it is commonly forgotten. In the big blue rectangular box RIGHT click and select ‘Send via NHSmail.’ Confirm the pharmacy that the patient will be sent to and press ‘Ok.’

Graphical user interface, text, application

Description automatically generated

1. Finally you will be back on the home screen of the patient and you click on ‘Save.’ This will send the Word document that was created to the pharmacy.

Graphical user interface, text, application

Description automatically generated