



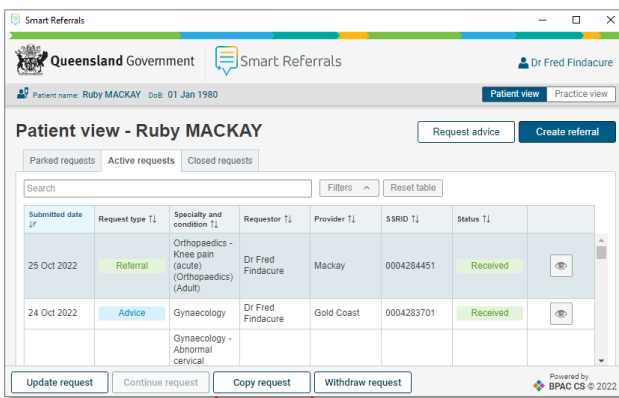
## GP Smart Referrals | Copy an Existing Request

A referring clinician can leverage existing Referrals and Request for Advice (parked, submitted or closed) requests to copy and retain information for inclusion in a new request. This includes requests that have been declined.

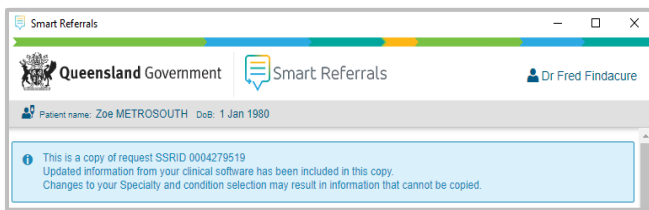
**NOTE:** The new request will be issued with a new SSRID and submission date once finalised and submitted.

### Copy Request

- Select the row of the request you would like to copy from and click the *Copy request* button.

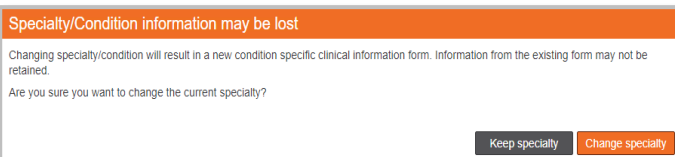


- A notification banner will display to advise that the new request is being created as a copy of the existing request including the previous SSRID.

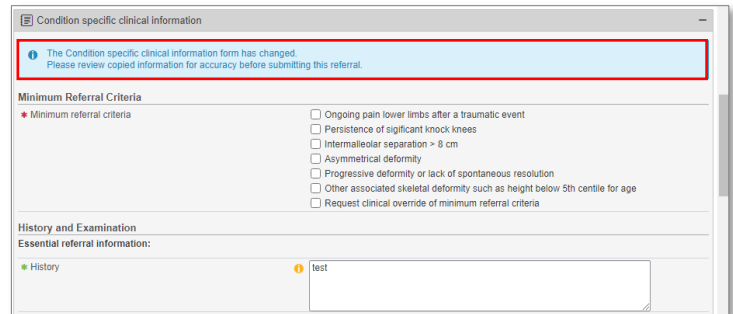


**NOTE:** Making changes to the specialty & condition or switching between form types (referral or request for advice) may result in information that cannot be retained between forms. Check all sections of the new request form prior to submission to ensure that only items relevant to the new condition are included.

- The system will produce a warning notification if the condition or specialty and/or form is changed asking the user to confirm whether to *Keep specialty* or *Change specialty*.

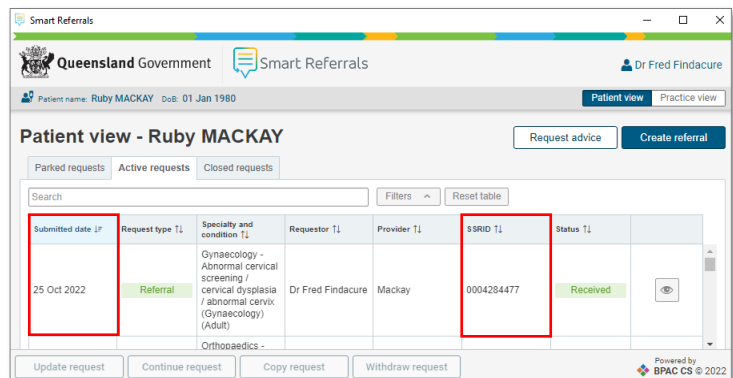


- Selecting *Keep specialty* will retain the current form and/or specialty template.
- Selecting *Change Specialty* will change the form and/or specialty template. A notification banner will display to advise that condition specific clinical information form has changed in specialty.



**NOTE:** Referral Letter, History and Examination field will retain across all forms, when an equivalent field exists on the newly selected form.

- Once the necessary information has been entered into the new request form it can be *parked* or *submitted*.
- When submitted, the new request SSRID matching the new date will be shown in the request list.



### How to get help

Resources available on the [Smart Referrals webpage](#).

Phone Support: 1300 478 439

Email: [QH-SmartReferrals@health.qld.gov.au](mailto:QH-SmartReferrals@health.qld.gov.au)

