

S2S Training Activity

Go to: demo.s2s.org.au

Log in user name: happy

Password: infoxchange

Select the Role: Service Coordinator, Banyule Community Health Service, West Heidelberg Centre

Search for a Client: James Stong

- Change James's telephone number
- Create a new referral for James to see an OT
- Select the referral recipient as [Gippsland Southern Health Service, Leongatha Site, Allied Health Services: Occupational Therapy](#)
- Complete the 'Confidential Referral Coversheet'
- Complete the 'Summary and Referral Information'
- Attach the Client SCTT document (located on your computers desktop)
- Click the View Tab to view the information you have entered about the client
- Send the Referral
- Return to the 'Home' Screen

Search for referral number: [165374](#)

- Click the compressed view tab to see a 'compressed view'. *Note: this is the best way to print off referral information if you require a paper based copy.*
- Click the 'Status History' tab to view the status of this referral
- Allocate this referral to 'Captain America'
- Check the 'Referral History' for this client to see a list of current and previous referrals that have been sent for this client.
- Check the 'Service Summary' for this client to see a list of current and previous services that the client is receiving or has received.