**BPAC MDM Referral Guide – Head and Neck**

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| **Allow Pop-Ups for BPAC to enable successful referral**    Your browser may show this warning icon  Select Allow to Unblock. |  |
| **Patient Details Tab**  Enter data into PINK boxes ONLY  **Always begin referral with NHI**  NB: Project underway to auto populate with NHI |  |
| **Frailty/G8** will appear if patient within age criteria |  |
| Document **Photo details** for CNS, which photos, where to find them etc. |  |
| **Referrer Details Tab**  The GP name and practice will auto-populate. **Please check**  If not, please enter (eg private patient) |  |
| **Send**  A prompt will appear if required fields are incomplete  A message will appear when the referral has been sent. Do not close until you see this. | A picture containing text  Description automatically generated |
| **Parked Modules**  **BPAC saves every minute**  Referrals not completed or successfully sent are found in the Parked Modules  Select Resume  Check Pop-Ups are enabled if the referral is not sending |  |
| **Need Help? contact** the MDM Coordinator/CNS,  or email [ereferrals@healthshare.co.nz](mailto:ereferrals@healthshare.co.nz) |  |