

## CPAS Ticket of Referral Manual

Link to access system : <https://cpas.gov.mt/tor/>

Or use icon found on desktop :



CTOR

Or click on CTOR found in MDH Portal.

Log on to the system using your CPAS credentials.

A screenshot of a web browser window showing the login page for the CTOR system. The browser's address bar displays 'cpas.gov.mt/tor/'. The page has a dark blue background with a white login form in the center. The form is titled 'Login' and contains the following elements: a prompt 'Please enter your username and password to login.', a 'Login Name' field with the value 'CAMEM012', a 'Password' field with masked characters, and a 'Login' button at the bottom right. The browser's menu bar shows 'File', 'Outpatients Interfaces', 'Reports', and 'Themen'.

File Outpatients Interfaces Reports Themen

cpas.gov.mt/tor/

Login

Please enter your username and password to login.

Login Name CAMEM012

Password \*\*\*\*\*

Login


Select menu as shown below

Ticket of Referral v1.2

Edit My Details

CPAS

In the new window enter the patient ID number in full including leading 0's and click on the search button

Patient ID	0004499T		PAYING PATIENT
Surname	ZZORDERR		
Name	NAME		
Address	DAR 1		
	TRIQ MALTA		
Locality	MOSTA		
Tel	00000000		
Mob			
<input checked="" type="checkbox"/> Authorise SMS			
Email	cpas.mdh@GOV.MT		
Age		DOB	01/01/1867
		Gender	F
N.O.K.			
Tel	0		
Mob	0		

## Select the type of speciality required for referral

← → ↻ cpas.gov.mt/tor/

File Outpatients Interfaces Reports Themes

### Outpatients Interface

Patient ID  🔍

Surname

Name

Address

Tel

Mob

Authorise SMS

Email

Age  DOB   
Gender

N.O.K.

Tel

Mob

Ref. to

From the below select & input accordingly

Reason	<input type="text" value="This is a Reason Field."/>
History	<input type="text" value="This is a History field"/>
Treatment	<input type="text" value="This is a Treatment field"/>
Exam Findings	<input type="text" value="This is Exam Findings"/>
Prior Invest.	<input type="text" value="This is Prior Invest field"/>
<input type="checkbox"/> Urine	
<input type="checkbox"/> Blood	
<input type="checkbox"/> E.C.G.	
<input checked="" type="checkbox"/> Chest X-ray	
<input type="checkbox"/> Others	
Others Notes	<input type="text"/>
<input checked="" type="checkbox"/> Urgent	
Urgent Notes	<input type="text" value="This is an urgent TOR notes field"/>
Discussed with	<input type="text" value="Mr Consultant Name"/>
TOR No.	<input type="text"/>

After you click on SAVE, system will ask you if you want to provide an appointment to the mentioned patient – CLICK ON NO

The screenshot shows a web browser window with the URL [cpas.gov.mt/tor/](http://cpas.gov.mt/tor/). The page has a dark blue header with navigation links: File, Outpatients Interfaces, Reports, and Themes. The main content area is a form for creating a referral ticket. The form includes the following fields and options:

- Reason: Text input field containing "This is a Reason Field".
- History: Text input field containing "This is a History Field".
- Treatment: Text input field containing "This is the treatment field".
- Exam Findings: Text input field containing "This is exam findings".
- Prior Invest: Text input field containing "This is prior inves field".
- Urine:
- Blood:
- E.C.G.:
- Chest X-ray:
- Others:
- Others Notes: Text input field.
- Urgent:
- Urgent Notes: Text input field.
- TOR No.: Text input field containing "11".

At the bottom of the form are two buttons: "SAVE" and "CLEAR".

A "System Message" dialog is displayed on the right side of the screen. It contains a question mark icon and the text: "User CAMEM012. Referral Ticket: 11 created. Want to choose possible appointment date?". Below the message are two buttons: "Yes" and "No".

Once completed, ticked will then be saved.

Upon Saving a copy of the TOR will be downloaded so you can print a copy for the patient if requested.

Sinjur/a,  
Sir/Madam,

Għandi pjaċir ngħarrfek li sar karta ta referenza minghand it-tabib kif jidher hawn taħt:  
I would like to inform you that a Ticket of Referral from your doctor has been submitted as shown below:

**Patient Information**

**Numru tal-karta tal-identità tal-Pazjent | Patient ID number**

**Isem il-Pazjent | Patient Name**

NAME

**Kunjom tal-Pazjent | Patient Surname**

ZZORDERR

**Indirizz tal-Pazjent | Patient Address**

DAR 1,TRIQ MALTA

**Emejl tal-Pazjent | Patient Email**

cpas.mdh@GOV.MT

**Numru tal-mowbajl tal-Pazjent | Patient Mobile Number**

**Ticket of Referral Information**

**Numru tal-karta ta 'Riferiment | Ticket Of Referral Number**

220

**Raġuni | Reason**

This is a Reason Field.

**Storja | History**

This is a History field

**Trattament | Treatment**

This is a Treatment field

**Sejbiet | Findings**

This is Exam Findings

**Investigazzjonijiet preċedenti | Prior Investigations**

This is Prior Invest field

**Kampjun tal-awrina Meħuda | Urine Sample Taken**

0

**Kampjun tad-demem meħud | Bloods Taken**

0

**EKG meħud | ECG taken**

0

**X-RAY tas-Sider Meħud | Chest X-RAY Taken**

1

**Informazzjoni ohra | OTHER Information**

0

**Noti Ohra | NOTES OTHERS**

**Biljett ta 'Riferiment URĠENTI | URGENT Ticket of Referral**

1

**Noti Urġenti / Iddiskutew ma | Urgent Notes / Discussed with**

This is an urgent TOR notes field

**Noti Addizzjonali | Additional Notes**



<b>Biljett ta 'Riferiment URĠENTI   URGENT Ticket of Referral</b>	1
<b>Noti Urġenti / Iddiskutew ma   Urgent Notes / Discussed with</b>	This is an urgent TOR notes field
<b>Noti Addizzjonali   Additional Notes</b>	
<b>Noti Addizzjonali   Additional Notes</b>	
<b>Noti Addizzjonali   Additional Notes</b>	
<b>Speċjalità rreferuta   Referring Speciality</b>	SURGICAL
<b><u>Informazzjoni fuq l-appuntament   Appointment Information</u></b>	
<b>Appointment Date (only shows if an appointment was booked)   Data tal-appuntament</b>	
<b>Hin tal-appuntament   Appointment Time</b>	00:00
<b>Numru tal-appuntament   Appointment Number</b>	0
<b>Klinika   Appointment Clinic (only shows if an appointment was booked)</b>	
<b>Konsulent   Consultant</b>	
<b>Appointment Date2</b>	
<b>Stampat Minn   Printed By</b>	CAMEM012
<b>Data tal-istampar   Printed Date</b>	23/07/2020
<b>Hin tal-istampar   Printed Time</b>	7.02


Print

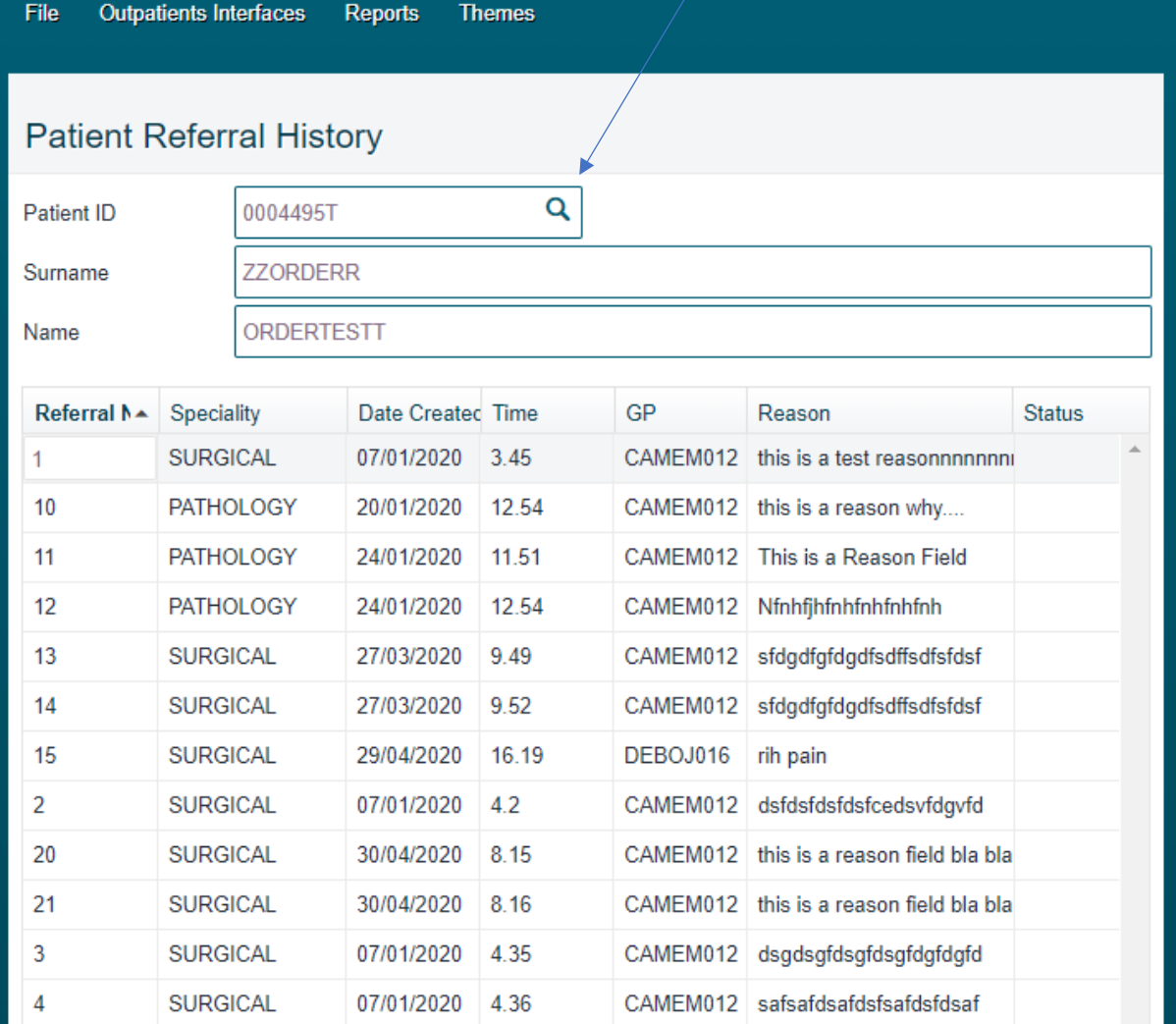




To view patient TOR reports

Click on Reports – Patient Referral History

In the new window, input patients ID number and click on 



Referral	Speciality	Date Created	Time	GP	Reason	Status
1	SURGICAL	07/01/2020	3.45	CAMEM012	this is a test reasonnnnnnnn	
10	PATHOLOGY	20/01/2020	12.54	CAMEM012	this is a reason why....	
11	PATHOLOGY	24/01/2020	11.51	CAMEM012	This is a Reason Field	
12	PATHOLOGY	24/01/2020	12.54	CAMEM012	Nfnhfjfnfnfnfnfnfnh	
13	SURGICAL	27/03/2020	9.49	CAMEM012	sfdgdfgdfgdfsdffsdfsdfs	
14	SURGICAL	27/03/2020	9.52	CAMEM012	sfdgdfgdfgdfsdffsdfsdfs	
15	SURGICAL	29/04/2020	16.19	DEBOJ016	rih pain	
2	SURGICAL	07/01/2020	4.2	CAMEM012	dsfdfsdfsdfcdsvfdgvfd	
20	SURGICAL	30/04/2020	8.15	CAMEM012	this is a reason field bla bla	
21	SURGICAL	30/04/2020	8.16	CAMEM012	this is a reason field bla bla	
3	SURGICAL	07/01/2020	4.35	CAMEM012	dsgdsgfdsgfdsgfdgfdgfd	
4	SURGICAL	07/01/2020	4.36	CAMEM012	safsafdsafdsafdsfsdaf	

You will then be able to view all the previous TOR the patient had.

If you want to view a particular one double click on the referral number and the patients TOR will be downloaded, in which you can then open and view accordingly (sample shown below).

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Sir/Madam,

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DAR 1,TRIQ MALTA,

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cpas.mdh@GOV.MT

**Numru tal-mowbajl tal-Pazjent | Patient Mobile Number**

**Ticket of Referral Information**

**Numru tal-karta ta 'Riferiment | Ticket Of Referral Number**

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0

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**Informazzjoni ohra | OTHER Information**

0

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<b>Noti Addizzjonali   Additional Notes</b>	
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<b>Speċjalità rreferuta   Referring Speciality</b>	SURGICAL
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<b>Appointment Date (only shows if an appointment was booked)   Data tal-appuntament</b>	
<b>Hin tal-appuntament   Appointment Time</b>	00:00
<b>Numru tal-appuntament   Appointment Number</b>	0
<b>Klinika   Appointment Clinic (only shows if an appointment was booked)</b>	
<b>Konsulent   Consultant</b>	
<b>Appointment Date2</b>	
<b>Stampat Minn   Printed By</b>	CAMEM012
<b>Data tal-istampar   Printed Date</b>	23/07/2020
<b>Hin tal-istampar   Printed Time</b>	7.02

Print

Mater Dei Triq Id-Donaturi Tad-Demm, I-Msida, Malta MSD 2090 | Tel +356 2545 0000

Selected TOR can also be printed by clicking on PRINT

## Patient History Report

To view this report, go to Patient History.

In this report you can view all the patient's episodes (same as the ones on CPAS)

### Patient History

Patient ID

Surname

Name

Ticket No	Clinic	Date	Time	Type	Complain	Remarks
40000281	BHFAMHCGPGPC	03/12/2013	10.17			
40000351	MD MAU2	03/12/2013	10.59		ABDOMINAL	
40000406	MD MAU2	03/12/2013	11.27		ABDOMINAL	
40000464	MD URO1	03/12/2013	13.18			
40000469	MD URO1	03/12/2013	13.29			
40000713	MD CCU	04/12/2013	9.37	IN	ABDOMINAL	
40000730	MD CMW	04/12/2013	9.52	IN	ANAL BLEEE	
40000803	MD IDU	04/12/2013	11.35	IN	ABDOMINAL	
40000830	MD IDU	04/12/2013	12.22	IN		AFASFSFAS

