CPAS Ticket of Referral Manual

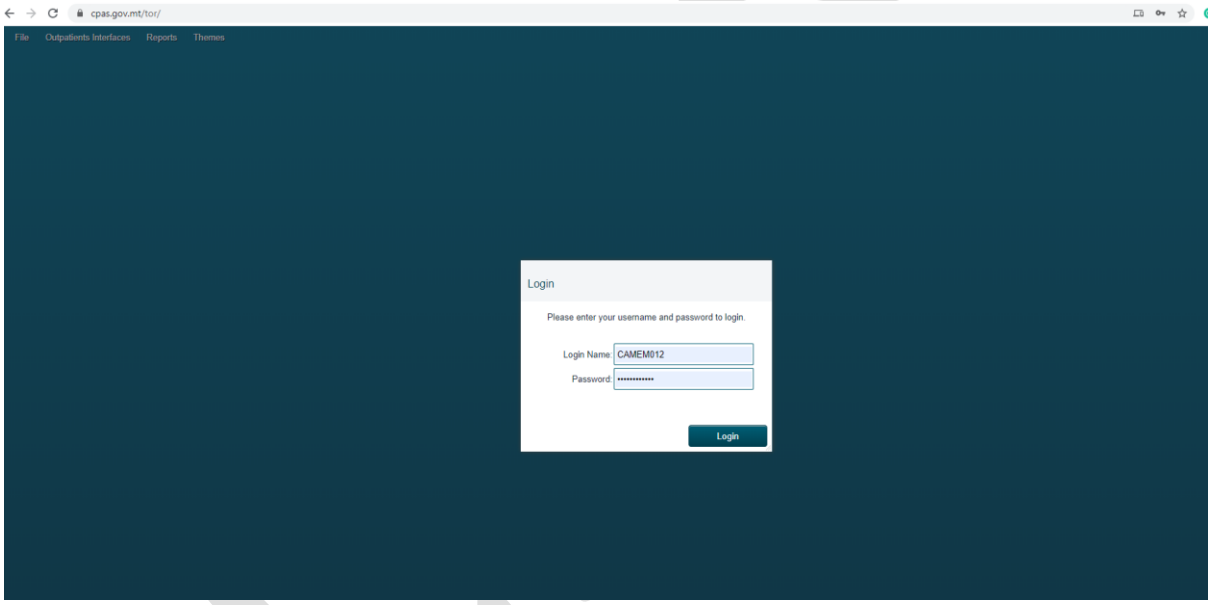
Link to access system : https://cpas.gov.mt/tor/

Or use icon found on desktop :

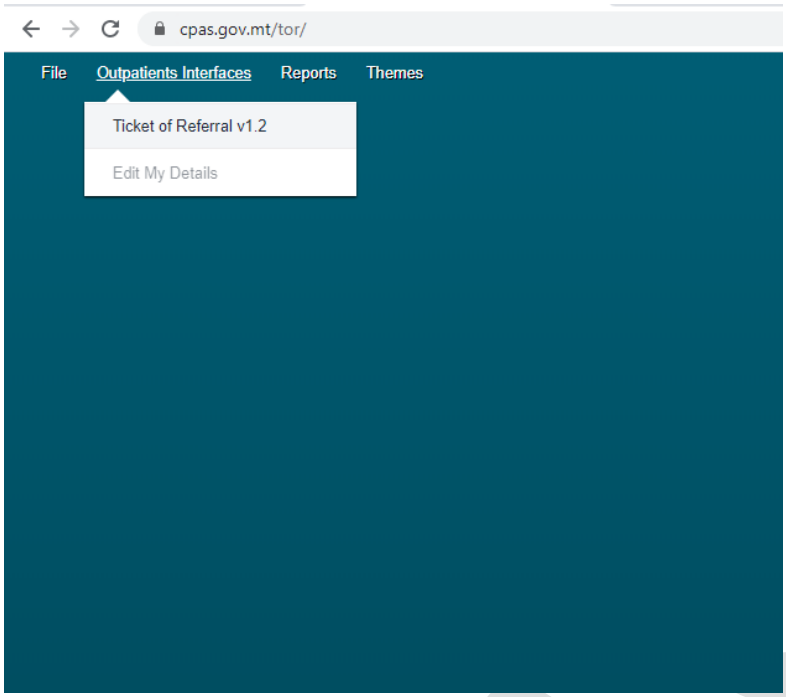
CTOR

Or click on CTOR found in MDH Portal.

Log on to the system using your CPAS credentials.

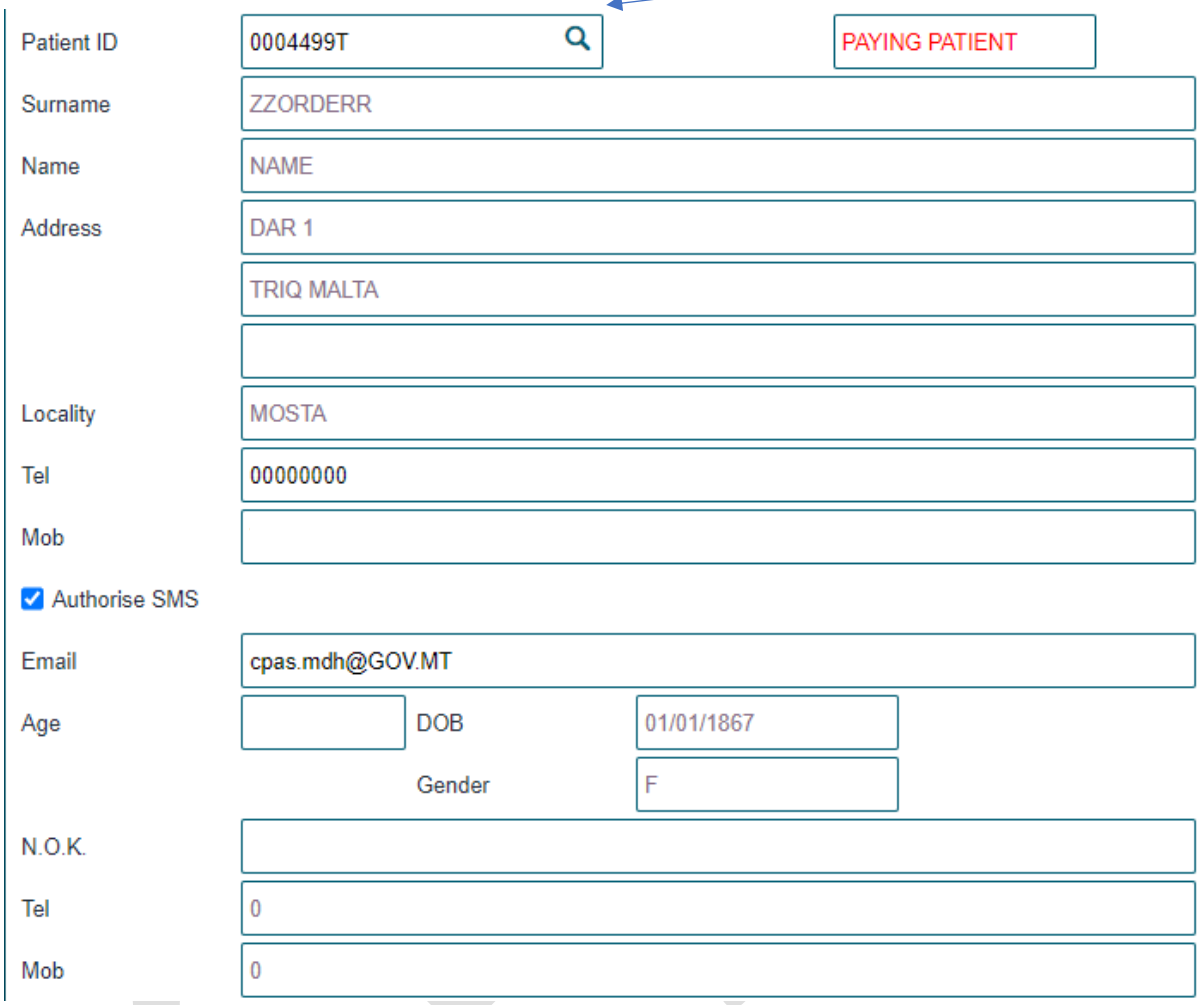


Select menu as shown below

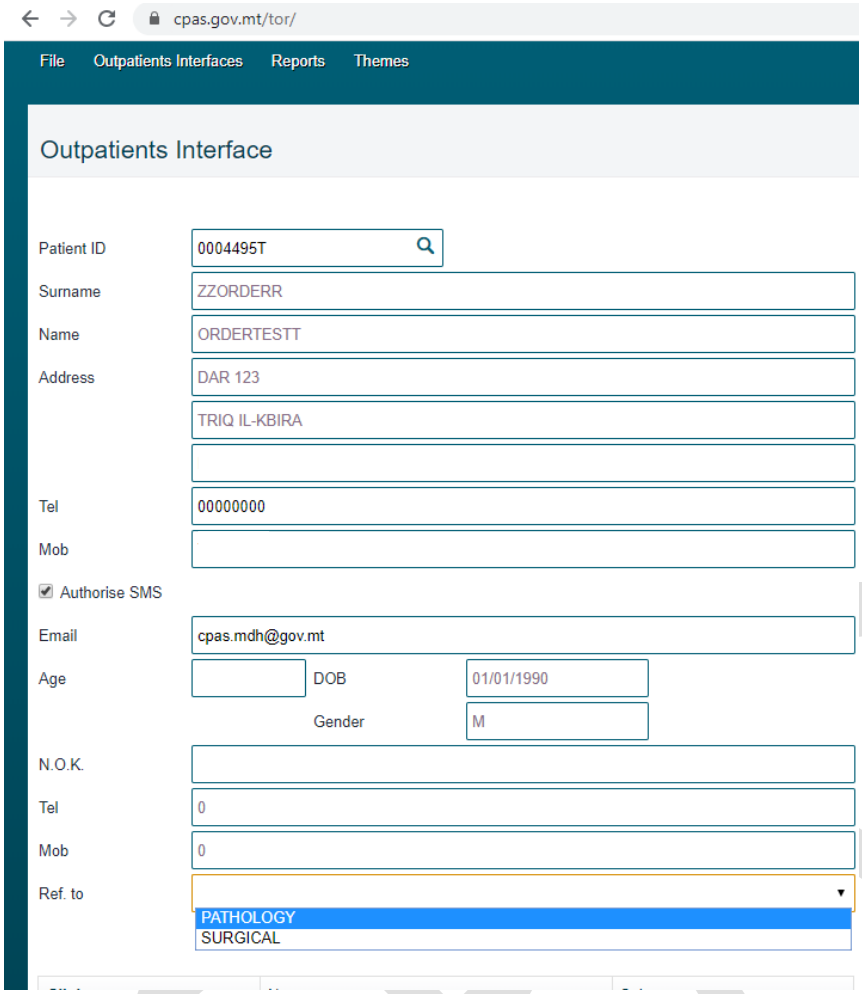

cpas.gov.mt/tor/
File
Outpatients Interfaces
Reports
Themes
Ticket of Referral v1.2
Edit My Details

CPAS

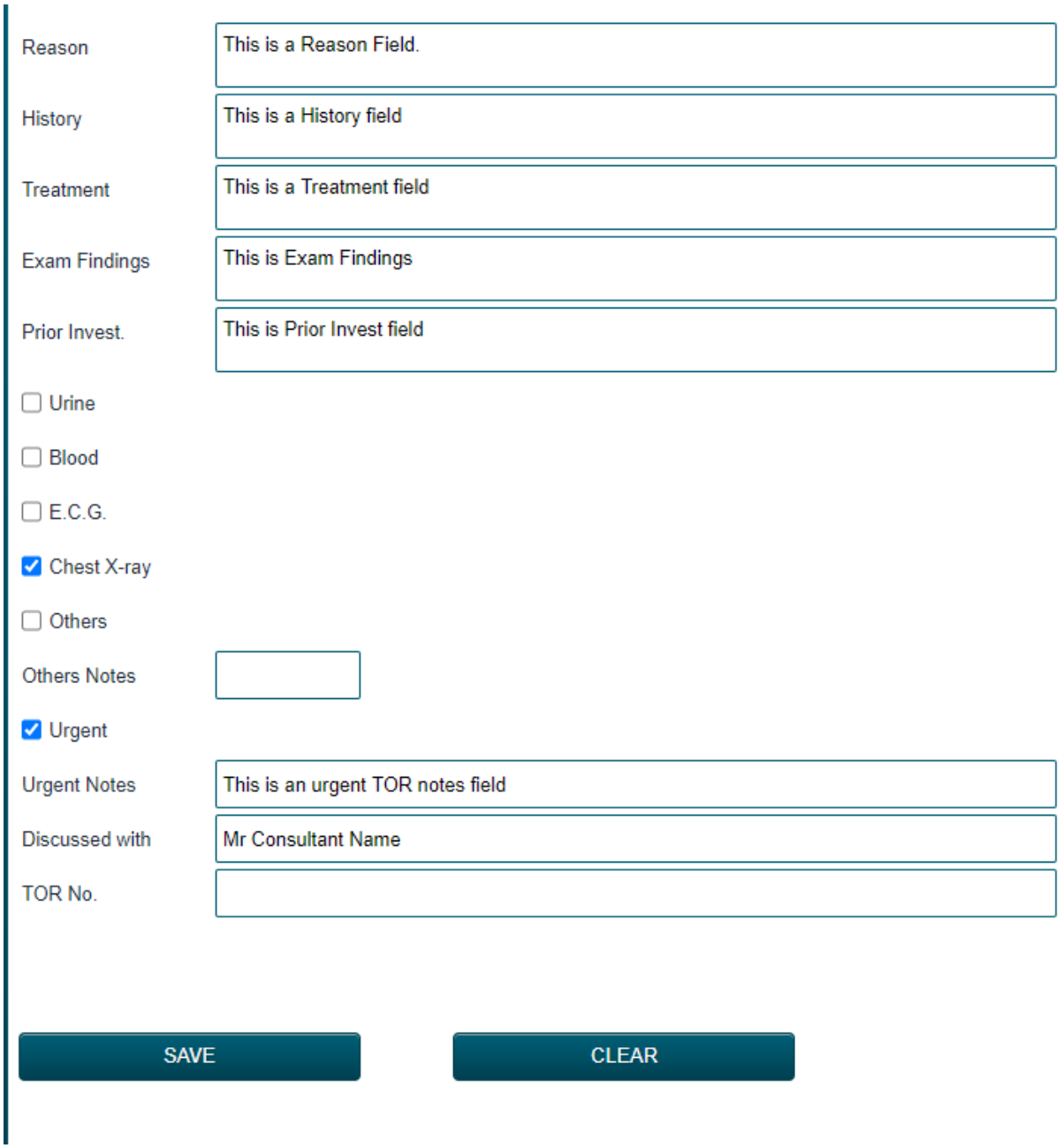
In the new window enter the patient ID number in full including leading 0's and click on the search button



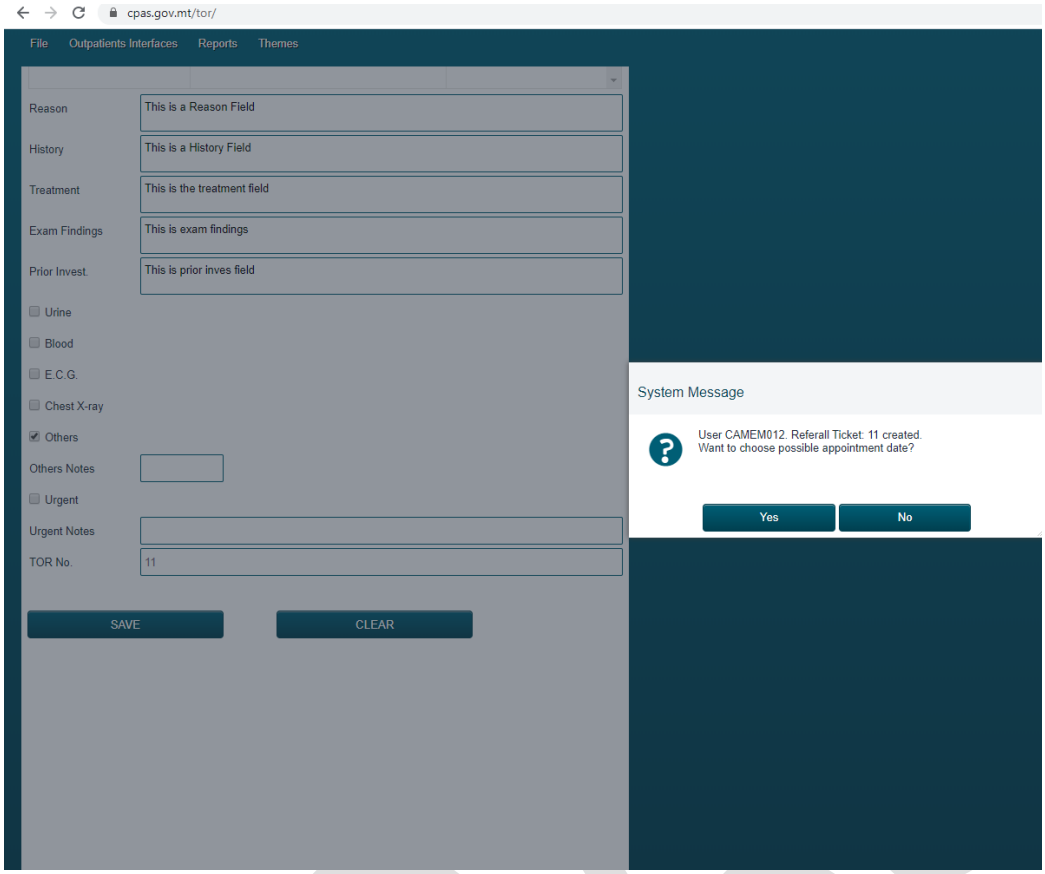
Select the type of speciality required for referral



From the below select & input accordingly



After you click on SAVE, system will ask you if you want to provide an appointment to the mentioned patient – CLICK ON 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-demm meħud| *Bloods Taken*	0
ECG 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*	

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*	
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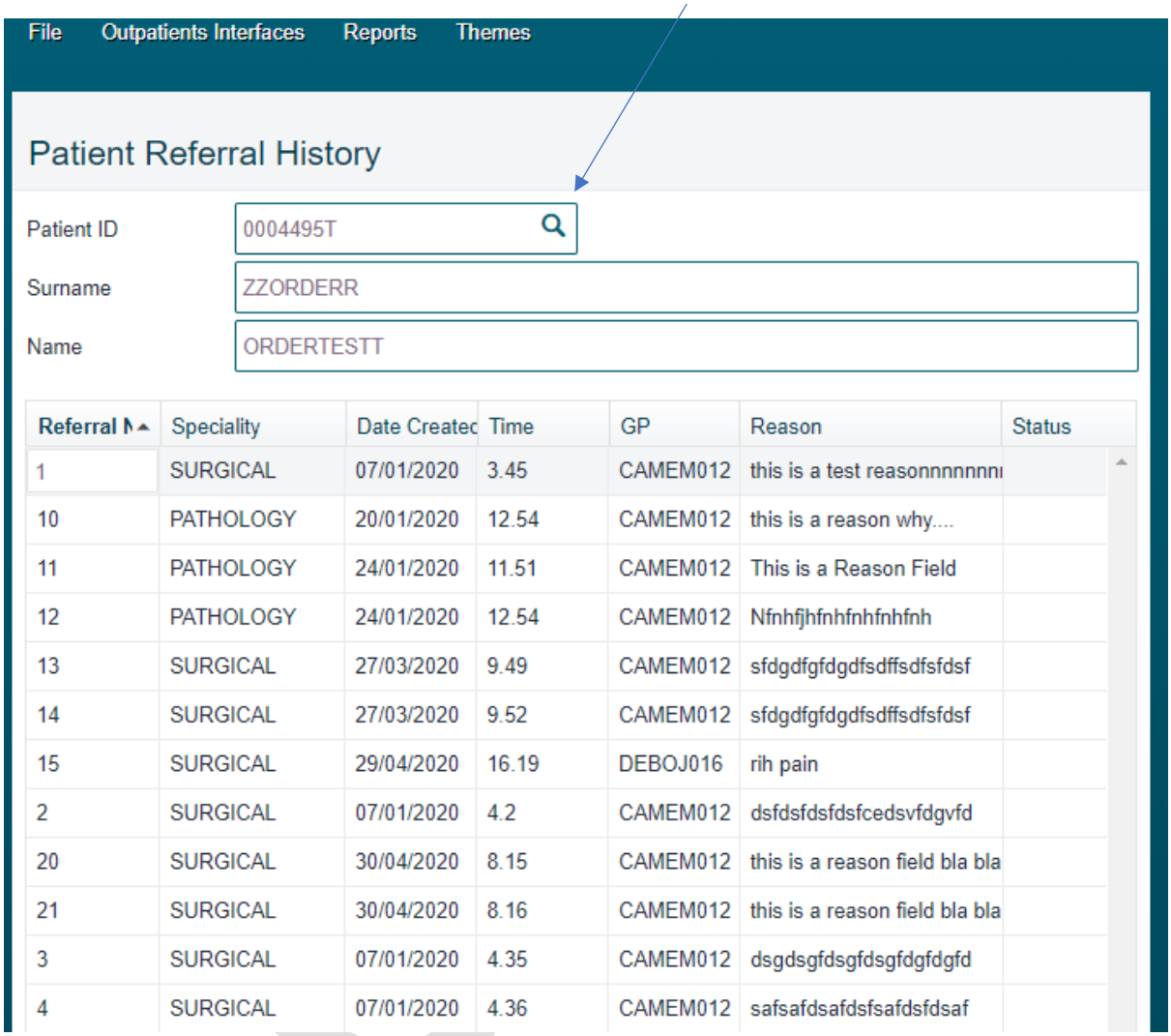
Noti Addizzjonali | *Additional Notes*	
Speċjalità rreferuta | *Referring Speciality*	SURGICAL
Informazzjoni fuq l-appuntament | Appointment Information	
Appointment Date (only shows if an appointment was booked) | Data tal-appuntament	
Hin tal-appuntament | *Appointment Time*	00:00
Numru tal-appuntament | *Appointment Number*	0
Klinika | *Appointment Clinic (only shows if an appointment was booked)*	
Konsulent | *Consultant*	
Appointment Date2	
Stampat Minn | *Printed By*	CAMEM012
Data tal-istampar | *Printed Date*	23/07/2020
Hin tal-istampar | *Printed Time*	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 N	Speciality	Date Createc	Time	GP	Reason	Status
1	SURGICAL	07/01/2020	3.45	CAMEM012	this is a test reasonnnnnnnı	
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	Nfnhfjhfnhfnhfnhfnh	
13	SURGICAL	27/03/2020	9.49	CAMEM012	sfdgdfgfdgdfsdffsdfsfdsf	
14	SURGICAL	27/03/2020	9.52	CAMEM012	sfdgdfgfdgdfsdffsdfsfdsf	
15	SURGICAL	29/04/2020	16.19	DEBOJ016	rih pain	
2	SURGICAL	07/01/2020	4.2	CAMEM012	dsfdsfdsfdsfcedsvfdgvfd	
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	safsafdsafdsfsafdsfdsaf	

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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Kampjun tal-awrina Meħuda | *Urine Sample Taken*	0
Kampjun tad-demm meħud| *Bloods Taken*	0
ECG 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
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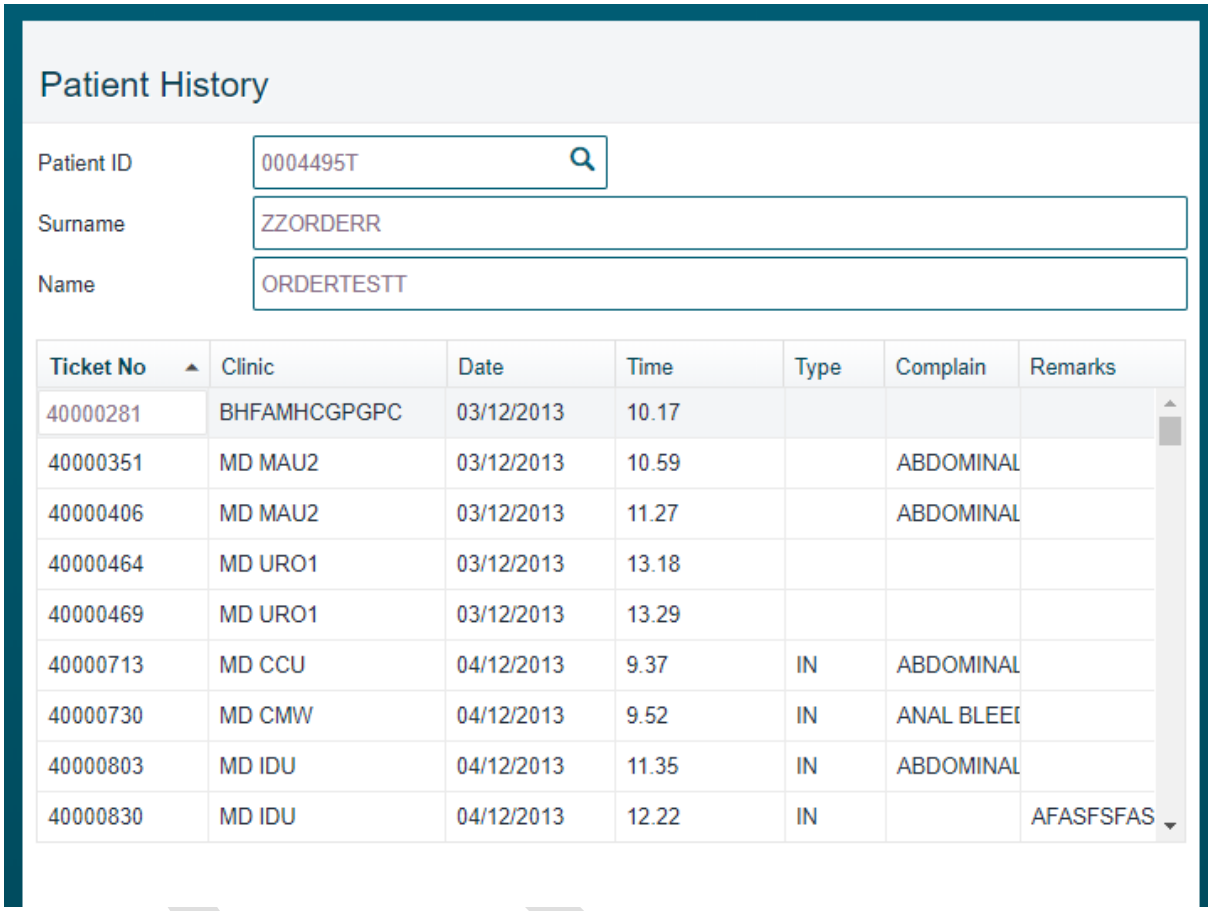
Appointment Date (only shows if an appointment was booked) | Data tal-appuntament	
Hin tal-appuntament | *Appointment Time*	00:00
Numru tal-appuntament | *Appointment Number*	0
Klinika | *Appointment Clinic (only shows if an appointment was booked)*	
Konsulent | *Consultant*	
Appointment Date2	
Stampat Minn | *Printed By*	CAMEM012
Data tal-istampar | *Printed Date*	23/07/2020
Hin tal-istampar | *Printed Time*	7.02

Print

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)