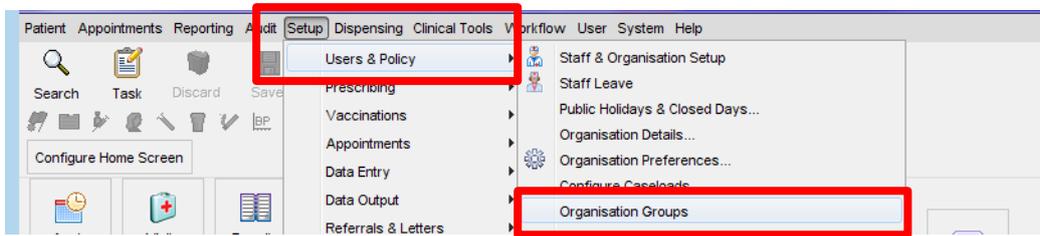
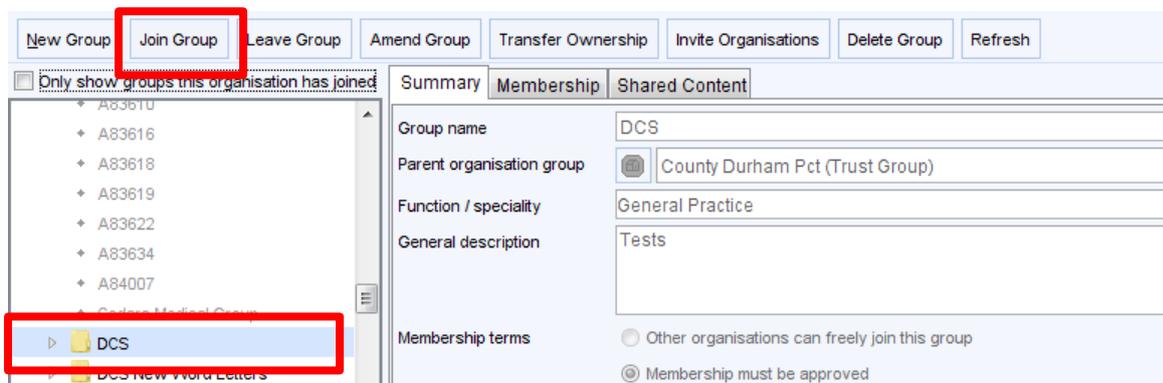


Joining DCS Organisation Group to Access TEWV Referral Letter Templates

1. Go to **Setup>Users & Policy>Organisation Groups** (as shown below):



2. In the **Organisation groups** screen, from the left hand pane, open the **County Durham PCT (Trust Group)** folder and select the **DCS** group. Then click the **Join Group** button.



3. A task will automatically be sent to the Group Owner (Leadgate Surgery) and when this is approved, you will receive a task back and have access to the resources in the group.
4. The TEWV letters are contained in the New Word Letter templates under DCS Referral Proformas>Psychiatry, as below:

