

TRAK CHANGES – Referrals to Medical Microbiology now on Trak – Wednesday 13th May 2026

What is happening?

Medical Microbiology referrals on Trak are replacing the current clinical microbiology advice telephone service for non-urgent referrals at the sites listed below. Inpatients and patients in emergency areas should now be referred to Medical Microbiology via Trak (Mon to Fri between 0900 and 1600hrs).

The referrer can make a referral via the **Clinical Menu >> Make Referral** menu item.

Sites in scope & referrals available:

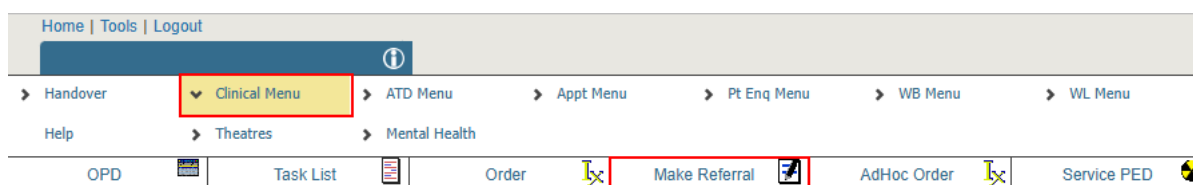
Referrals available	Sites available (new sites in bold)	Locations
Medical Microbiology Referral	<ul style="list-style-type: none"> • Astley Ainslie Hospital • Belhaven Hospital • East Lothian Community Hospital • Ellen’s Glen Community Hospital • Ferryfield Community Hospital • Findlay Community Hospital • Midlothian Community Hospital • Princess Alexandra Eye Pavilion • Royal Edinburgh Hospital • Royal Hospital for Children and Young People • Royal Infirmary of Edinburgh • St John’s Hospital at Howden • Western General Hospital 	All inpatient wards and emergency departments

NOT in scope:

- All other sites not listed above
- Emergency / Urgent referrals [see: [Microbiology | Right Decisions](#)]:
 - Mon-Fri 0900 to 1700, Weekends and Public Holidays 0900 to 1600 please phone 63373, option 4 for clinical microbiology advice
 - Mon-Fri 1700 to 0900, Weekends and Public Holidays 1600 to 0900 contact the on-call Medical Microbiologist via switchboard
- Outpatient referrals – please call as above
- Referrals from outside NHS Lothian - please call as above
- GP referrals [see: [Microbiology – RefHelp](#)]
- Other infection specialties, e.g. Virology, Infectious Diseases, Infection Prevention and Control [see: [How to get advice | Right Decisions](#)]

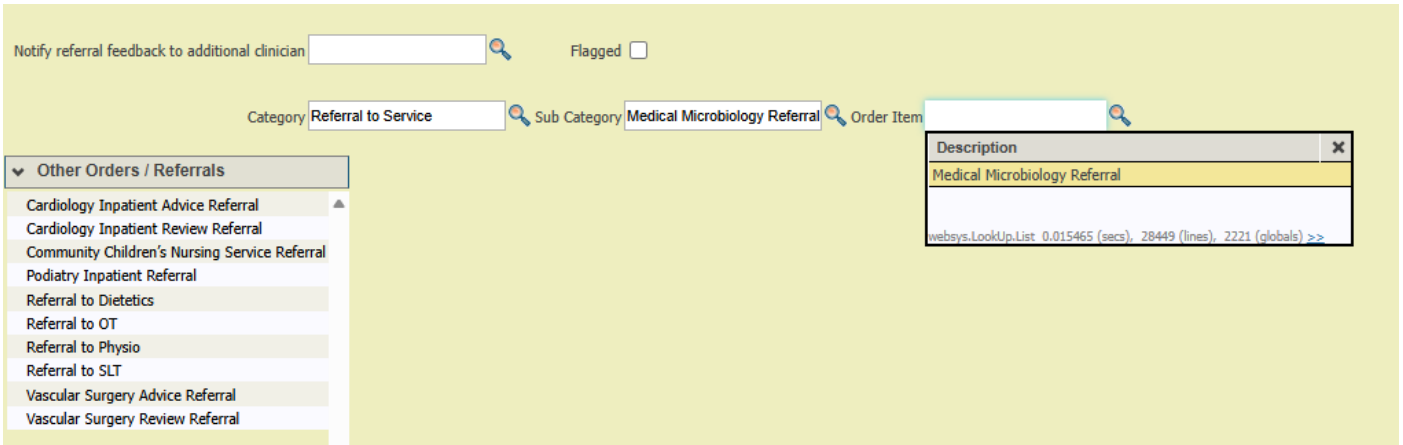
To place a referral:

Select **Patient from floorplan or via Patient Enquiry** > select **Clinical Menu** > select **Make Referral**:

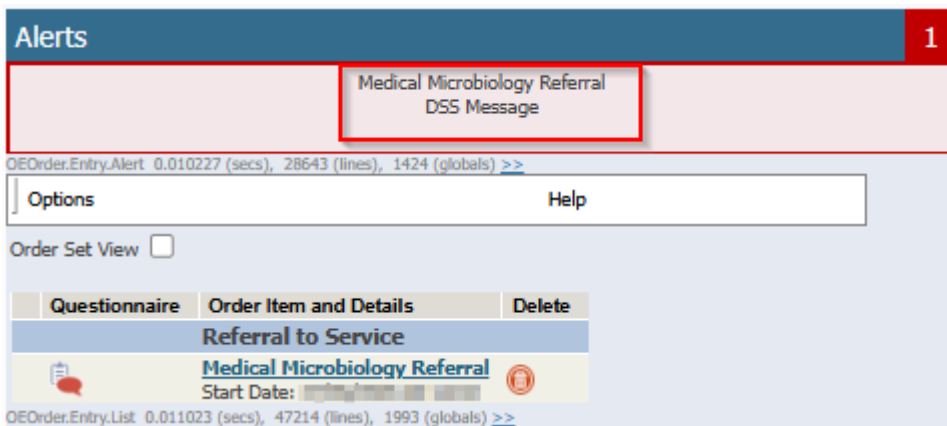


If the required referral option is available in the “Other Orders / Referrals” menu please select from there. Otherwise look up manually as follows:

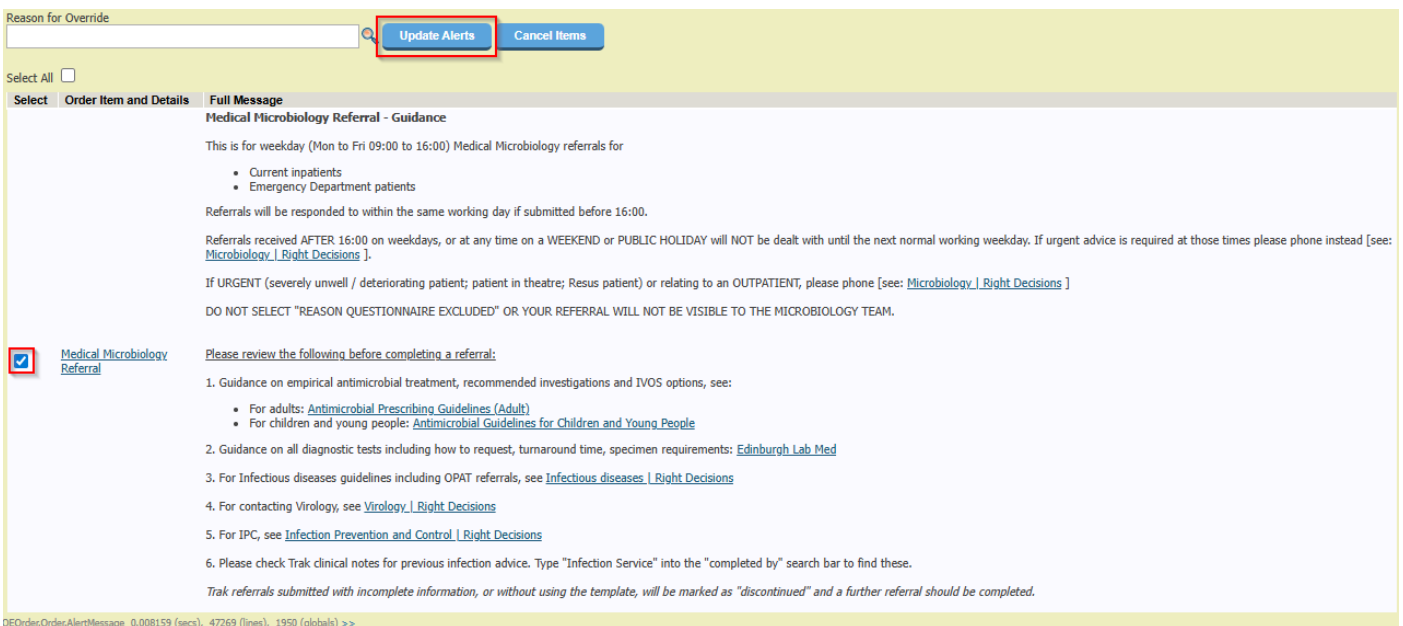
- **Category:** Referral to Service (code REF)
- **Sub Category:** Medical Microbiology Referral (code MIC)
- **Order Item:** Medical Microbiology Referral



On the right side of the screen, an alert will display with guidance when placing referrals. This guidance will contain information on where commonly asked queries will be addressed. Select the red **Alerts** box which holds the **Guidance**:



Confirm understanding of referral guidance by selecting the **tick box** > **Update Alerts**:



Referral alert is now removed > select the **Questionnaire Icon**:

Alerts

Options Help

Order Set View

Questionnaire Order Item and Details Delete

Referral to Service

Medical Microbiology Referral

Start Date: [redacted]

Complete mandatory **Referral Questionnaire** (there is access to the patient-level EPR on this screen if required. Incomplete referrals will not be accepted) > **Update**:

REFERRAL QUESTIONNAIRE

Referral: Medical Microbiology Referral

Reason for referral: [redacted]

Medical Microbiology Referral - Questionnaire

Please confirm that your question cannot be answered by the relevant guidelines:
 If patient previously discussed with an infection specialist please state date and with whom (ID/Micro/virology):
 Date of admission / clinic attendance:

CLINICAL INFORMATION

What is the question for clinical microbiology?
 Clinical history (including any recent surgery):
 Past Medical History:
 Travel history including any recent hospital admission abroad:

Clinical information

Current NEWS and significant examination findings:
 Significant investigation results:
 Antimicrobial history (current, recent, and prophylactic antimicrobials. Include name, route, dose and start + stop date):
 Drug Allergies (It is critical to include the nature of antimicrobial allergies):
 Current clinical impression/diagnosis:

REFERRER DETAILS

Referrer Name:
 Referrer Contact Number:
 Grade of the referrer » Consultant / Medical staff / FY1 / FY2 / Physicians Associate / ANP / Other:
 If 'Other' please specify:

Type of referral: Within 2 hours

Reason questionnaire excluded: [redacted]

User: [redacted]

Update

200003495B

Overview / Progress

- Discharge Letter / Meds
- Observations / Measurements
- Growth Chart
- NEWS (Adults Only)
- PEWS (0 - 16 years)
- MEWS (Maternity Only)
- Social Summary
- KIS / Patient preferences / Co
- Allergies / Alerts / Risks
- Clinical History
- SCI Store
- SCI-Diabetes
- Medication and Immunisation
- Cognition / Communication

The **Questionnaire Icon** is now Ticked > select **Update**:

Alerts

Options Help

Order Set View

Questionnaire Order Item and Details Delete

Referral to Service

Medical Microbiology Referral

Start Date: [redacted]

Follow the Order Entry Questions instructions:

- To access to the referral questionnaire, select the Order Name hyperlink.
- To access the referral guidance, select the Alerts Message hyperlink.

Select **The Answer to Question** lookup > select **Yes** > **Password** and **Update**:

Order Name	Guidance	Order Status	Start Date	Start Time	Ordering Clinician	Flagged	CC
Medical Microbiology Referral	Alert Message	Inactive	08/12/2025	16:01		X	

Order Entry Questions

Question

Have you created the Referral Questionnaire? If not, follow hyperlink under Order Name

The Answer to Question: Yes

User: [input field]

Password: [input field]

Update

> The referral has now been placed.

To check progress of the referral:

To check **Referral status** > select patient from ward floorplan > **EPR** > Go to **Referrals** tab >> Under the 'Referrals' section, the **Order Status** confirms the Referral is placed (Ordered):

EPR

Handover > Clinical Menu > ATD Menu > Appt Menu > Pt Enq Menu > WB Menu > WL Menu > MRT Menu > Specialty Forms

Death Certification > EPR Menu > Results > Caseload > **EPR** > Help > Theatres > Mental Health

200003495B **Rie Referral** CHI:

Overview / Progress

Discharge Letter / Meds

Observations / Measurements

Growth Chart

NEWS (Adults Only)

PEWS (0 - 16 years)

MEWS (Maternity Only)

Social Summary

Consultation List

Ward Round / Review

Correspondence

Clinical Notes

Significant Information

Treatment Escalation...

Anaesthetic and Operat...

Procedures - This episode

Correspondence (All)

Clinical Notes (All)

Anaesthetic and Operati...

Procedures (All)

Search Documentation

Care Planning

Questionnaires

Referrals

Referrals

Select	Order Name	Questionnaire	Order Status	Date Referred	Referring Clinician	Episode Number	Edit
<input type="checkbox"/>	Medical Microbiology Referral	Referral Questionnaire	Ord	05/12/2025 09:34		10000002010	
<input type="checkbox"/>	Medical Microbiology Referral	Referral Questionnaire	Ord	25/11/2025 12:52		10000002010	
<input type="checkbox"/>	Cardiology Inpatient Advice Referral	Referral Questionnaire	Ord	12/11/2025 16:26		10000002010	

The receiving team will review these referrals via a workbench - when the patient has been triaged the **Order Status** will be changed depending on the outcome of the triage. The statuses that will be used are as follows:

Status	Description
Ordered	New / hasn't been triaged
Completed	Complete / advice or information is due to be provided
Discontinued	No longer relevant / cancelled
On Hold	In progress / on hold / not completed

Advice/Feedback from the service

To review any feedback or advice from the service you referred to, go to **EPR** > **Overview / Progress** > **Clinical Notes**. Under the 'Clinical Notes' section, you will find any advice/feedback from the service regarding the referral:

EPR ⓘ

› Handover › Clinical Menu › ATD Menu › Appt Menu › Pt Enq Menu › WB Menu › WL Menu › MRT Menu › Specialty Forms › Death Certification

› Theatres › Mental Health

200003495B **Rie Referral**

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Overview / Progress	Consultation List	Ward Round / Review	Correspondence	Clinical Notes	Significant Information	Treatment Escalation...	Anaesthetic and Operat...	Procedures - This episode	Correspondence (All)	
Discharge Letter / Meds	Questionnaires	Referrals	Clinical Audit / QI							
Observations / Measurements	› Significant Information [Across All Episodes]									
Growth Chart	› Significant Information - Treatment Escalation Plan									
NEWS (Adults Only)	▼ Clinical Notes ⓘ New									
PEWS (0 - 16 years)	Search									
MEWS (Maternity Only)	▼ Date & Time Created	Full Notes							Type / Specialty / Care Provider	
Social Summary	08/12/2025 16:46	▼	Medical Microbiology Referral - feedback						Specialty Review Renal Medicine	
KIS / Patient preferences / Co	MRNursingNotes.List.Notes 0.001753 (secs), 2321 (lines), 254 (globals) >>									
Allergies / Alerts / Risks	05/11/2025 15:42	▼	HSCP Discharge Planning Referral Information						Specialty Review Renal Medicine	
Clinical History	MRNursingNotes.List.Notes 0.001701 (secs), 2321 (lines), 254 (globals) >>									
SCI Store	17/04/2025 11:51	▼	Referral feedback, information or advice.						Specialty Review Diabetes Referral – RIE Diabetes Specialist Nurse Led (LCTC)	
SCI-Diabetes	MRNursingNotes.List.Notes 0.001701 (secs), 2321 (lines), 254 (globals) >>									
Medication and Immunisation										
Cognition / Communication										

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Alternatively, the medical microbiology team will respond to referrals by telephoning the provided contact number.

When is it happening?

The change will come into effect on **Wednesday 13th May 2026**

Who will it affect?

All clinical users referring to the above specialty and the receiving teams for the above specialty.

Kind regards,

Trak Projects Team