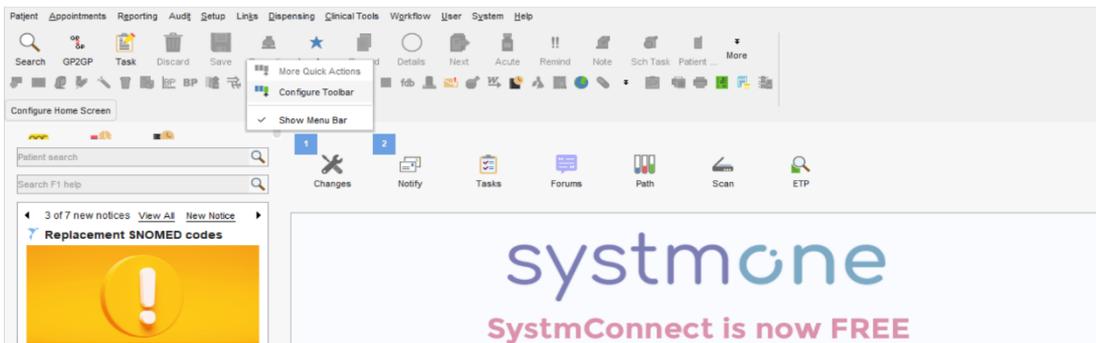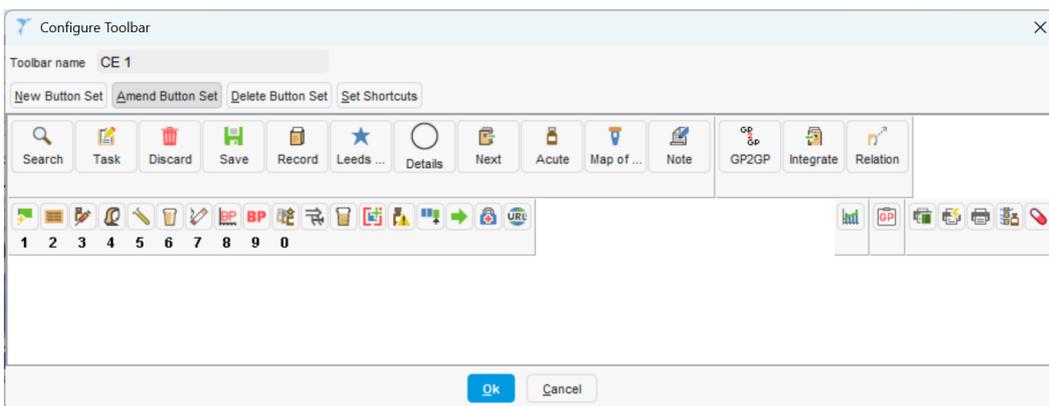# TPP In-Workflow Referral – Initial Set-up Process

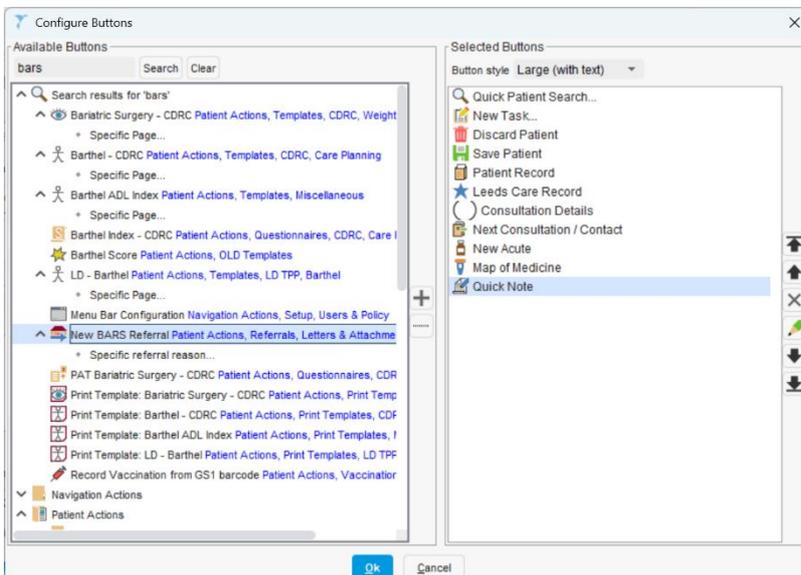## Add BaRS Button to Toolbar

1. Right click on toolbar and select 'Configure toolbar'

2. Select 'Amend button set'

3. Search for 'Bars'. Click on it and press 'Ok'

Adding Presets

CPWY has created a [list of preset conditions](#) that practices may want to use. The conditions are aligned with the [Aide Memoire](#) which many Care Navigators use to help them to identify suitable patients for a Pharmacy First referral.

If practices choose not to use this list, Care Navigators may add their own presets, or have the option to free type in these sections.

1. Click on the preset button and then select + to add. Type in the word you want to add and click 'ok'. **NOTE – users must log out of the system to save their presets. This will then allow them to be copied across by other users.**
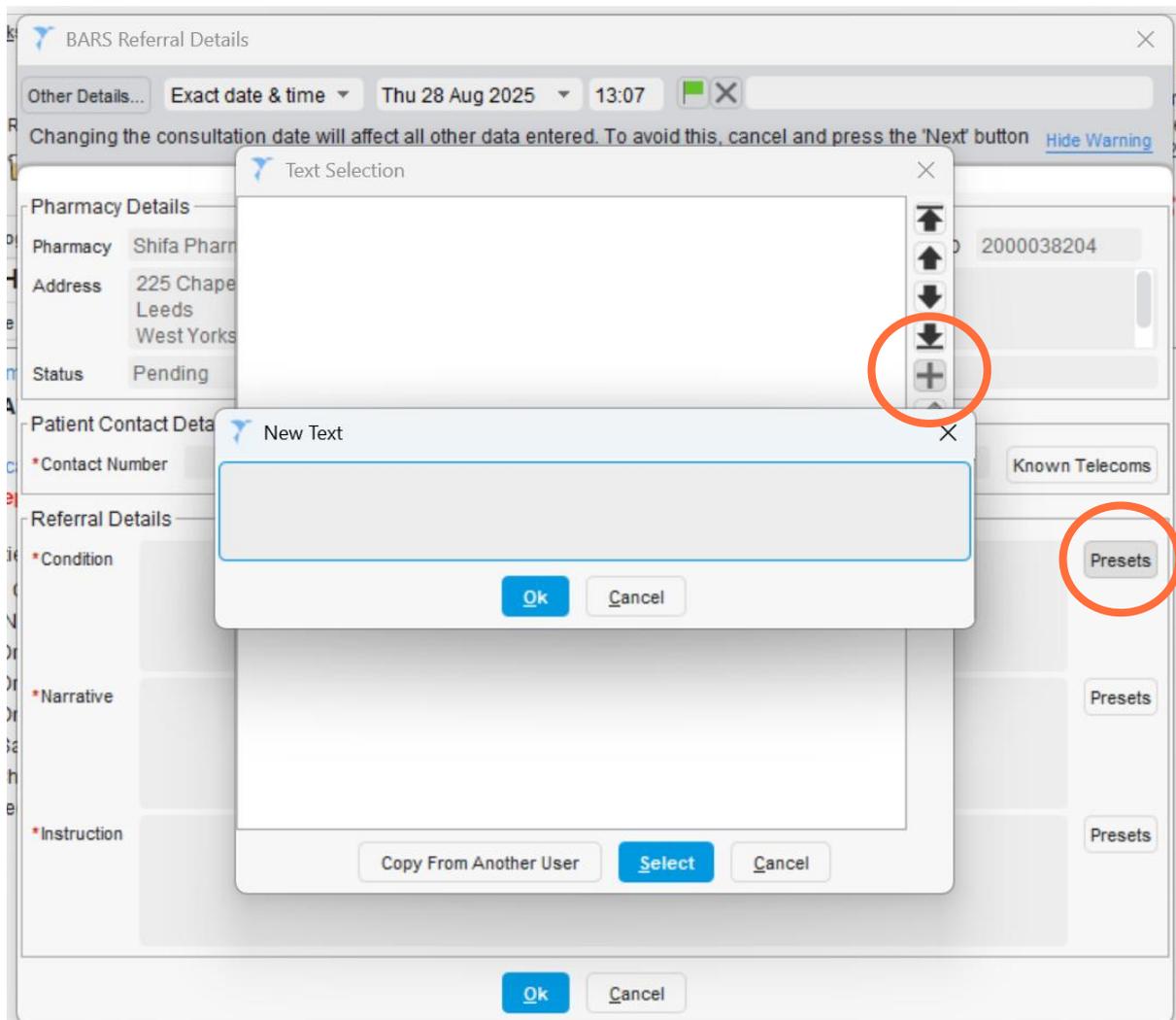

TPP Training Video

Here is the link to the [TPP training video](#) explaining how to send referrals.

Coding Referrals

Referrals need to be coded separately. Pharmacy First codes should be saved to the surgery list of frequently used codes.

(Note – that the codes for referrals to the Community Pharmacy Consultation Service (CPCS) are still listed on TPP. CPCS is the old name for the service and users should ensure they use the 'Referral to Community Pharmacy **Pharmacy First'** codes.)
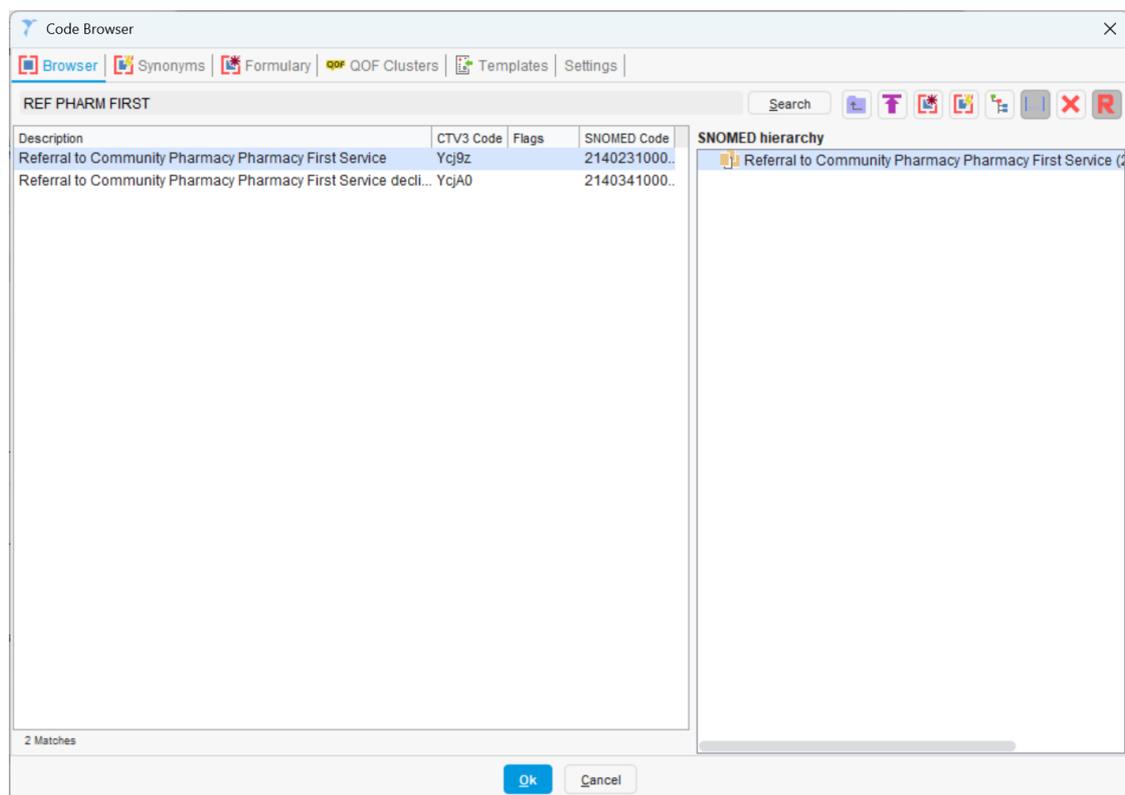
Viewing a Referral After it Has Been Sent

If Care Navigators select Referrals on the left hand menu, they can view the referral and see which pharmacy the referral was sent to.