

Thank you for supporting the ProActive Physical Activity on Referral scheme in Somerset. Please read the following guidance on how to make an online referral.

What we need to successfully process online referral forms

All ProActive scheme referrals must be completed as fully as possible. If you do not have access to all the information, please provide what you can and add notes to the 'Additional Information' section to evidence the appropriateness of the referral. Unfortunately there are some mandatory fields which must be completed to ensure we have consistency, safety and quality in our referral scheme.

IMPORTANT

If referrals are made during remote or telephone appointments, please gain **verbal consent** to proceed and type the patient's information in the signature boxes where requested.

What we cannot accept

ProActive will NOT be able to process referral forms that are **emailed or posted to the central ProActive team at SASP OR emailed or posted to the chosen leisure provider**. All referrals must now be tracked on a central ProActive database - all online referral forms automatically enter this on completion.

IMPORTANT

From 1st February, Leisure Providers will no longer accept ANY paper referral forms that have been posted or emailed to them. These will be returned with instruction to re-complete using the online referral form.

To refer into ProActive from secondary care and community rehabilitation programmes, please visit the Health Professionals section of the ProActive Somerset website where you will find the new form:

www.proactivesomerset.co.uk/health-professionals/referral-form

We hope this guidance document provides you with everything you need to complete successful referrals, however should you have any further questions about this or anything else regarding ProActive, please get in touch at proactive@sasp.co.uk or phone 01823 653990.

Thank you in advance for your co-operation. We look forward to continuing to receive referrals from you to support people to move more for their health and wellbeing in Somerset.