**Creating a Cross Organisational Task**

In workflow manager select add task:

Task Type: Select Admin Note

Subject: Medical Examiner Referral

To: use magnifying glass to search Shared Organisations – Teams – North Bristol NHS Trust and select “BNSSG Medical Examiner Service Referrals” – double click.

Press OK.

Notes: Include Name of Patient, NHS Number and Date of Birth.

Then press send.