

Guidance for sending Outlook to Outlook encrypted referrals – CORE (VCS) Service

In order to send the CORE (VCS) service a referral in a GDPR secure manner, it is essential to protect the email via built in Outlook encryption. Below is help with finding the correct referral form and how to send it in a GDPR secure manner.

If you have queries or technical problems relating to this process please contact your service manager.

Step One – obtain the correct referral form for your PCN area

Find the latest version of the referral form for your PCN area and access guidance on referral criteria by visiting the CORE (VCS) service webpage at:

<https://www.thevcsalliance.org.uk/community-mental-health-bradford/>

A table outlining which VCS service to send your form to is provided below.

PCN	Link to referral form	Service email for referrals	VCS service provider
City PCN 4	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-IN.docx	CORE@incic.co.uk	Inspired Neighbourhoods
City PCN 5	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-IN.docx	CORE@incic.co.uk	Inspired Neighbourhoods
City PCN 6	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-IN.docx	CORE@incic.co.uk	Inspired Neighbourhoods
PCN 7	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-The-Cellar-trust.docx	CORE@thecellartrust.org	The Cellar Trust
Bradford North West PCN	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-The-Cellar-trust.docx	CORE@thecellartrust.org	The Cellar Trust
Affinity Care PCN	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-The-Cellar-trust.docx	CORE@thecellartrust.org	The Cellar Trust
Bingley Bubble PCN	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-MIB.docx	CORE@mindinbradford.org.uk	Mind in Bradford
5LE PCN	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-MIB.docx	CORE@mindinbradford.org.uk	Mind in Bradford
WISSH PCN	https://usercontent.one/wp/www.thevcsalliance.org.uk/wp-content/uploads/2024/04/CORE-referral-form-MIB.docx	CORE@mindinbradford.org.uk	Mind in Bradford

Step Two – download the referral form

Download the appropriate referral form for your PCN using the links provided on the website or in the table in this guidance sheet.

Step Three – compose the message and complete the referral form

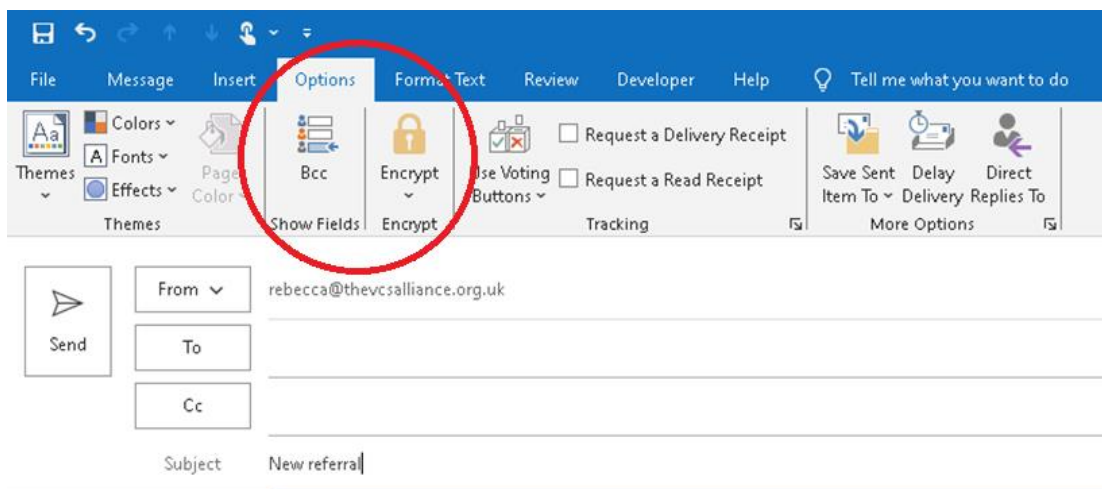
Create your email message using Outlook and attach your completed referral form.

Step Four – encrypt the message

Once you have composed the email, and completed the referral form, it must be encrypted so that the personal information within it is sent securely.

As an NHS staff member the Outlook encryption facility should be available automatically as part of your organisation’s Microsoft 365 subscription.

In the email message window, select the “Options” tab, then select Encrypt and pick the encryption that has the restrictions you want to enforce, such as Encrypt-Only or Do Not Forward.



Step Five – send the encrypted referral

Once you are satisfied that the message is encrypted, send it to the appropriate CORE (VCS) service provider.

IMPORTANT: all emails and attachments containing patient information must be encrypted. The CORE VCS service cannot accept unencrypted emails containing patient information.