

Wessex Cancer Alliance (WCA) manage the development and update of 2WW fast track referral forms across Wessex. We work with secondary care specialists and primary care leads to ensure the forms reflect the latest guidance and evidence.

Guidance on how to find the most up to date forms is below. To check you are using the correct forms please view the latest versions [on our website here](#).

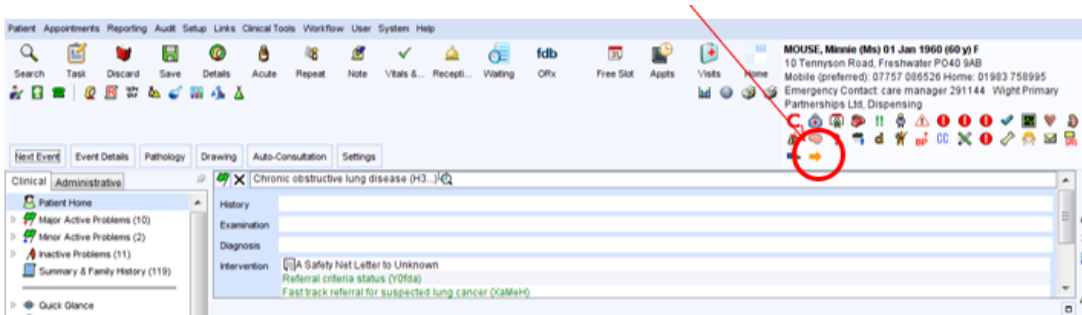
## How to find the WCA 2WW Referral Forms

The latest versions of all 2WW forms are available in the Ardens folders outlined below. We recommend that you use these folders to locate the forms, however if you have a different system in place please review regularly to ensure you are using the correct forms.

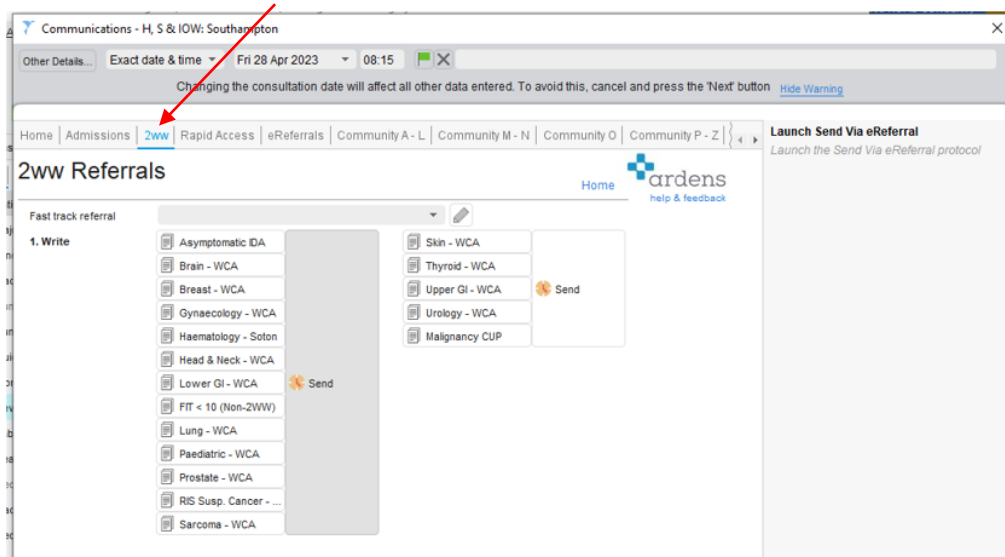
### SystemOne

All Ardens SystemOne users are encouraged to only access Ardens Pro referral form content via their designated Sub Place/Place Communications template.

- Access the Communications template (Orange Arrow)



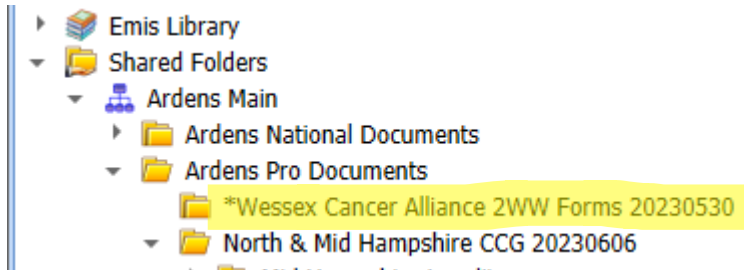
- Select the 2WW page and locate the required referral form from the list.



## EMIS

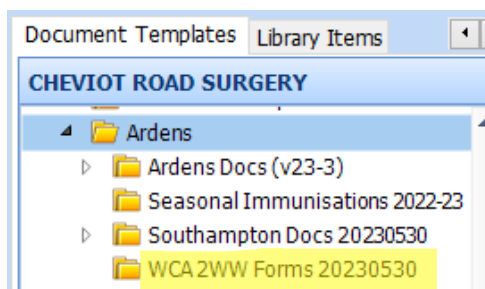
### EMIS Resource Publisher (RP) sites

- The 2WW referral forms can be found under Shared Folders >>> Ardens Pro Documents
- Then look for the 'Wessex Cancer Alliance 2WW Forms' folder. The title will include the date that the folder was last updated.



### EMIS Template Manager (TM) sites

- In TM sites the folders can be found under the folder Ardens within your sub-place/place area.
- Then look for the WCA 2WW Forms folder. The title of the folder will include the data that the folder was last updated.
- The folders are manually updated by the Ardens Deployment team and systems will need to be refreshed or logged out/in in order to see the updates.



### Using the search function to find 2WW forms

Using the search function will bring up Ardens forms but may also find locally saved versions which could be out of date. Ardens forms follow a strict naming convention and will always include an initial prefix of 'ref', '2ww' or 'info' followed by the service provider initials and the name of the form.

### Good practice tips

- Use the relevant Ardens folders to locate the latest 2WW referral forms
- Avoid saving documents locally to your system or device
- Remember to archive old forms