

## **Submitting Nodes: How to accept case referrals for the DDS**

- It is the responsibility of the submitting node to decide if a case is suitable for submission to the DDS and to upload the case details to the DDS. The aim of this is to increase the dysmorphology expertise within the submitting node.
- When contacted with a possible case submission confirm (via email) to the referring clinician that you have received the case submission form including patient consent, clinical details and clinical images and state whether you will submit the case to the DDS on their behalf.
- Log in to the DDS.
- Open a new case submission form and complete it with the details the referring clinician has sent. Upload the clinical images of the case to the DDS and submit the form. Please see the case submitters guide for more details on the case submission process.
- If the case submission is returned to you by the DDS Administrators requesting further information, please ask/email the referring clinician to send you the extra information and resubmit the case as indicated.
- When the DYSCERNE Expert Case Report is produced it will be sent you. Please send/email a copy of the report to the referring clinician.