



EMR Quick Reference Guide

Notification of New Outpatient Location (iPM Outpatient Clinic) & Clinic Closure

This guide covers the process for notification of new Outpatient Locations in EMR and when a clinic location is to be closed.

An Outpatient location is required to be built within the EMR when a new outpatient clinic is created in iPM. When a clinic is end dated in iPM notification to close the clinic location in the EMR is required this does not happen automatically.

The notification can occur prior to set up in iPM as long as the outpatient clinic code does not change and anytime post the clinic being end dated.

Confirmation that the Outpatient Clinic location has been created in the EMR needs to be received prior to scheduling of outpatient appointments within iPM.

Please ensure notice of 10 business days is provided for all notifications of new Outpatient Locations to the EMR.

How to notify EMR:

1. Please complete the Outpatient Location Template excel document from the iPM Forms Intranet page. Populate all the yellow highlighted fields required for the EMR.
http://inside.wh.org.au/departmentsandservices/IT_Services/Pages/iPM-Forms.aspx
2. Log a job with DTS using one of the following methods, attaching the completed template:

Email	servicedesk@wh.org.au
Site Address	http://servicedesk.wh.org.au

How do I know if the new Outpatient Location has been set up in EMR or closed?

- You will receive a notification to your Western Health email account advising that this is complete.
- The Outpatient Location (iPM Clinic Name) will be visible when adding a patient list via location in EMR
- If a clinic is closed it will no longer be visible when adding a patient list via location in EMR