



## EMR Quick Reference Guide

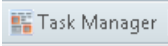
### Access and Set Up – Managing Inpatient Referrals

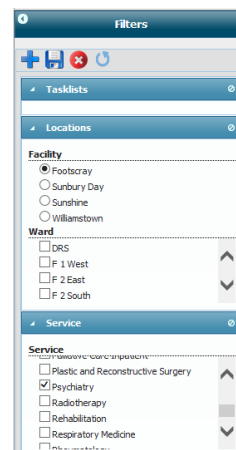
Task Manager is a useful tool for:

- a) managing non-urgent ward tasks and
- b) receiving/reviewing/responding to inpatient consult referrals

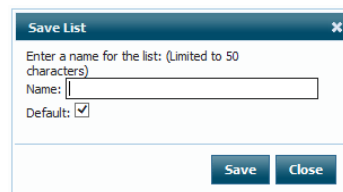
It will NOT replace the paging system or verbal communication with colleagues.

You will only need to set up your list once

1. Click on  in the navigational toolbar.
2. Click + (New List)
3. Select **Location (Facility)** and **Service**
4. Click Save



5. Name your list. Click save



Any tasks that have been sent to **your unit** should populate. (These are all “Orders” that have been placed by others and sent to your unit, not you as an individual doctor).

6. Click on Patient Name and Details window opens.
7. Click on Handover, Task Details or Comments (communicate with the team) to see further information, e.g. reason for consult.



8. Note options are:-
  - a) “Acknowledge” to notify the referring clinician their task has been viewed but not yet completed.
  - b) “Complete” when you have completed the task and want it to disappear from this list.
  - c) “Cancel” for reasons including inappropriate referral, task no longer necessary, patient refused etc.

- Click the patient's name to view their medical record.

Sorted By: Location asc	Filters: Psychiatry	Tasklist test			
Patient Information		Priority	Required By	Task	Action
<b>Cernerzzmcktest, Mimedsfour</b> 19 Years F UR#: 1700087 DOB: 2/21/1998		Routine	Callback #: 34345	Consult to Medical Specialty(MO Use Only) 20/01/2020 09:36	<input checked="" type="radio"/> Acknowledge <input type="radio"/> Complete <input type="radio"/> Cancel Task Acknowledged
<b>Cernerzzmcktest, Mimedsfour</b> 48 Years M UR#: 1383977 DOB: 04/09/1953		Routine	20/01/2020 09:58 Callback #: 123	Consult to Medical Specialty(MO Use Only) 20/01/2020 09:55	<input checked="" type="radio"/> Acknowledge <input type="radio"/> Complete <input type="radio"/> Cancel Task Acknowledged
<b>Cernerzzmcktest, Mimedsfour</b> 52 Years M UR#: 1684517 DOB: 01/01/1968		Urgent	Callback #: test	Consult to Medical Specialty(MO Use Only) 08/08/2020 11:00	<input type="radio"/> Acknowledge <input type="radio"/> Complete <input type="radio"/> Cancel

- Click Orders from the Table of Contents.
- Locate the Referral order, you can see that the order has been acknowledged.
- Right click on the order and select order information for further details

Cernerzzmcktest, Mimedsfour MR - Order Information for: Consult to Medical Specialty(MO Use Only)

Task View Help

Is it?

**Cernerzzmcktest, Mimedsfour MR** Stock Clinical Unit: Respiratory - UR:1684517  
 Allergies: Allergies Not Recorded [02/02/0111968] Age: 5, Local Z/C: R09, S11 - Clinician: Barberi, Peter -  
 Alerts: Not Recorded Resus Status: Limitations/Weight: 5kg 65/05/20... Inpatient [24/04/2020 16:...] Medicare:5616126711

Original order entered and electronically signed by Barberi, Anthony - REGMO on 12/08/2020 at 09:40 AEST.  
 Medical Department  
 Consult to Medical Specialty(MO Use Only)

Compliance History

Details | Comments | Additional Info | History | Results | Ingredients | Validation | Pharmacy | Plan History

**Details**

Requested Start Date/Time: 12/08/2020 09:40 AEST

Service: Psychiatry

Priority: Urgent

Clinician Callback Number: D45555411

Reason for Consult: Demo

PRJ04 FITZMAT 28 Aug 2020 09:54 AEST

Go back to Task Manager and tick complete once consult is finished. If planning to review or follow up, leave unchecked and the referral will remain on your list.