

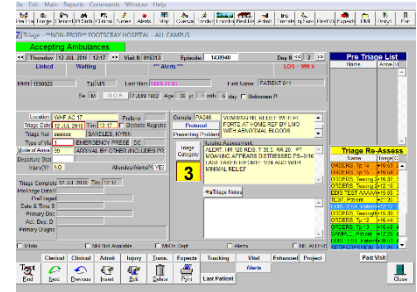


EMR Quick Reference Guide

ED – Triage Process for EMR Encounter

For an encounter to be created in the EMR a patient needs to be triaged and clerked in EDIS. An EMR encounter for an Emergency patient will be prefixed with the letters 'EMG'

1. Triage patient in EDIS as per usual (ensure all required fields are completed)



2. Complete the infectious Diseases Admission Screening Form WHAD24

Note: This process remains on paper the patient will not have an encounter created in the EMR at this point in time

3. Clerical staff complete usual iPM and EDIS clerical screen process. At this point the patient will have a URN in EDIS and an encounter created in the EMR



An emergency encounter in the EMR is prefixed with EMG ensure you select the correct open encounter

Site	Visit Type	Unit	Room	Bed	Clinical Unit	Admit Date	Disch Date	Visit No
Footscray	Emergency	F EMERGENCY				5/09/2018 8:53 AM		EMG1439006
Williamstown	Emergency	W EMERGENCY				4/09/2018 2:31 PM	4/09/2018 2:40 PM	EMG1439005
Sunshine	Emergency	S EMERGENCY				4/09/2018 2:24 PM	4/09/2018 2:29 PM	EMG1439004
Footscray	Emergency	F EMERGENCY				4/09/2018 12:17 PM	4/09/2018 2:18 PM	EMG1439003

4. Bradma labels are still printed from EDIS



5. A red or white patient ID band will be printed from the EMR by ED Clerical staff

Note: The ID band is campus and encounter specific, a new ID band will be required for a ward admission and hospital transfer from another WH site. Ensure the old ID band is cut off.

6. Once the EMR encounter is created orders and documentation against the patient is possible