



EMR Quick Reference Guide

Outpatient eReferral Request – Creating a request directly from BOSSnet

Outpatient eReferral Requests are completed from within BOSSnet DMR. The form is available in the suit of electronic forms. As of EMR Go Live, the form can no longer be accessed from within the BOSSnet discharge summary templates.

1. Log into **BOSSnet** using your network credentials

<http://dmr.wh.org.au/BOSSnet/Login.aspx>

2. Click on the drop-down arrow next to the search box and select **Find Patient & Episode**

3. Type the **URN** of the patient you want to make an Outpatient eReferral Request for

- Select any episode that has the closest date to the patient's admission the referral is being made for

Patient and Episode Search

Search...

| Type ▲ | URN | Name | Sex | DOB | Visit | Unit | Ward | Site |
|----------------------|--------|---------------|-----|------------|---------------------------|------------|----------------------|-------------|
| Recently Used | | | | | | | | |
| All Options | | | | | | | | |
| Emergency | 600600 | Mouse, Mickey | F | 01/01/1990 | 07/04/2016 09:46:00 AM | WHFEDUNIT | WHFEDWARD | Footscray |
| Emergency | 600600 | Mouse, Mickey | F | 01/01/1990 | 31/03/2016 03:46:00 PM | WTNEDUNIT | WTNEDWARD | Williamstov |
| Inpatients | 600600 | Mouse, Mickey | F | 01/01/1990 | 11/05/2018 02:57:00 PM | Bookings | Bookings | Footscray |
| Inpatients | 600600 | Mouse, Mickey | F | 01/01/1990 | 07/03/2018 12:00:00 AM | Dialysis | Dialysis | Footscray |
| Inpatients | 600600 | Mouse, Mickey | F | 01/01/1990 | 13/02/2018 09:05:00 AM | Cardiology | F Coronary Care Unit | Footscray |


- Click once on the patient banner and episode you selected

BOSSNET

Search...

Default Administrator SP Paed Medicine 600600 Patient Episode Search Patient Episode Search

| Bed | URN | Patient Name | Arrival | DOB | Sex | Consultant |
|---|--------|---------------|------------|------------|-----|-------------------|
| Ward: F Coronary Care Unit (Footscray) | | | | | | |
| ? | 600600 | Mouse, Mickey | 13/02/2018 | 01/01/1990 | F | Neil, Christopher |

- Click on the black star  icon
- Click on the **Search** tab and type **Outpatient eReferral Request** to find and select form


All BOSSnet User Components

☆ Favourites Search

outpatient eReferral request

Order Entry BOSS EHR Pharmacy Protocols

Outpatient eReferral Request



Tip: by clicking on the star on this form, it will save into your favourites for future use

- Complete the **Outpatient eReferral Request** as appropriate

BOSSNET Outpatient eReferral Request Inpatient Attendance - 1A Gen Intl Med Foots (Balblas, Leanne) 2 years ago Name: Mickey Mouse (6)

Select a clinic, a preferred timing, and a booking request will be submitted. Include any notes that will assist in ensuring the booking is made to your requirements.

Appointments already made, will appear in the Future Bookings list
Existing booking requests will appear in the Pending Bookings list.

Future Bookings: No records to show

Pending Bookings: 2018-12-27 10:25 AM
Clinic booking request - Sant, Karen
Clinic name: Allied Health - Neuropsychology Paediatric;
Timing: Within a week
Booking status: Rejected

Provider Number
Referrers Specialty
Interpreter
Language

Clinic / Timing

Timeframe Clinic selected: Patient aware of referral Same Specialty Review / New Consultation SSR NC

Timeframe Clinic selected: Patient aware of referral SSR NC


Timeframe Clinic selected: Patient aware of referral SSR NC

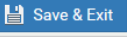
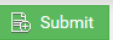
ISBAR

Tip: mandatory fields are in pink

- Click on the **ISBAR** icon to fill out the mandatory ISBAR fields

10. Complete the ISBAR form

Tip: the hourglass  icon provides historical information from previous Outpatient eReferral Requests which you can use in your current referral

11. Click on  which will return you to the referral page
12. Click  to finalise your request



Tip: you can monitor your Outpatient eReferral Requests through the [Clinic Bookings Made List](#). Please refer to the QRG on Monitoring an Outpatient eReferral Request