"What Goes Where": A Guide to Clinical Documentation at Western Health.

Footscray, Sunshine & Williamstown - Emergency (including EOU)

iPM:	EMR (Cerner):	Paper:	BOSSnet:	EDIS:
• Patient registration • Updating patient demographic information/ compensable • Admit/Discharge/Transfer patients • iPM Admission/Discharge Form • Presence of an advance care plan – Legal Alert • Presence of a substitute decision maker – Legal Alert • Lactation Consultant referrals.	• Patient ID wristband • Allergies • Alerts • Place Diet order • Medication Orders/Administration • Intravenous & subcutaneous infusion orders/administration • Fluid balance chart • Pathology Orders, Collections/Results • Radiology Orders/Reports • Documentation of lines and devices • Discharge Prescription • Inpatient clinical documentation (admitting team) • ISBAR Handover (ED to ward) • ED Interim Orders (4 hour plan) • Allied Health/ Care Coordination Referrals. • CNC referrals • Review Infectious Diseases Screening tool – enter into EMR if patient admitted *If NBS patient admitted via ED, ED staff to continue to document infusions and fluid balance on EMR. NBS team will reconcile upon transfer to ward.	• Emergency Department Flow Charts – Adult and Paeds AD 51.2a • ViCTOR Observation charts (Paediatrics) • Enteral nutrition orders • Blood Transfusion Records/Consent (AD283.1) • Group and Hold form • Electrocardiogram (ECG) • Consent Form (AD34) • Passport To Surgery (AD250) • Acute Resuscitation Plan (ARP) ALERT 3 *trial form • Restraints documentation. • Infectious Diseases Screening tool (see note in EMR column – only transcribe into EMR if patient admitted)	• Outpatient Clinic Referrals • Emergency Department Summary & Discharge Letter • Non Synapse and non Dorevitch results *All internal and external paper documentation will continue to be scanned as per pre EMR process.	• Triage • Clerk Registrations • Patient Labels • Clinical Notes • Discharge Letter • VEMD Data/ Reporting • CBORD Diet Management System. **OTHER SYSTEMS** • Second Screen • Synapse • Patient Journey Board/Miya • Emergency Department Dashboard