# Access and Set Up -Managing Inpatient Referrals



Digital Health Quick Reference Guide

### This Quick Reference Guide will explain how to:

Manage Inpatient Referrals in EMR

#### **Definitions:**

**Task Manager** – A useful tool for managing non-urgent ward tasks and receiving/reviewing/responding to inpatient consult referrals



#### Important

This will NOT replace the paging system or verbal communication with colleagues

#### You will only need to set up your list once

- 1. Click on Task Manager in the navigational toolbar.
- 2. Click + (New List)
- 3. Select Location (Facility) and Service



5. Save List window opens. Name your list. Click Save



🌇 Task Manager

## Important

• 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).





**Digital Health** 

6. Click on Patient Name and Details window opens.

Sorted By: Location asc Filters: Footscray : DRS,F 1 West,F 2 East,F 2 South : Acute Aged Care Tasklist: tetsing						Ŧ	Details				
Patient Information 👻	Priority	Required By	Task	Action	Last 3 Comments						
<ul> <li>Current Tasks (13 of 13)</li> </ul>											
Wadowski, Tomasz MR - 61 Years Male			Consult to Medical	Acknowled		Patient	Information	Handover	Task Details	Comments	
Pootscray/⊢ 1 West/R01; B03 UR#: 1845636 DOB: 21/02/1962	koutine (4 - 8 hours)	Callback #: 9	Speciaity (MO Use Only)	Complete		Name:	TESTWHS	MO1, PATIENT01 M	IS		
Orthopaedic Surgery			30/10/2022 09:48	Cancel		DOB:	18/09/199	6			
Gatt, Josephine MRS - 85 Years Female	Within 4 hours Callback		#: 295 Consult to Medical Specialty (MO Use Only)	Acknowled		Age:	26 Years				
Footscray/F 1 West/R02; B05 UR#: 432510 DOB: 06/02/1938		Callback #: 295		Ge Complete		Gender:	Female				
Ortho Geri Service 1			31/10/2022 10:01	Cancel		UR#:	2000002				
TESTWHS MO1, PATIENT01 MS - 26 Years Female			Antimicrobial (AMS) Medication Review- Doctor Order	Acknowled ge Complete		FIN:	IPE753735	98			
Footscray/F 2 East/Hold; UR#: 2000002 DOB: 18/09/	Urgent	Callback #: .			cefTRIAXONE initial ID approv	Visit Reas	on: Not Specifi	ed			
Anaesthesia and Periop Med			01/06/2023 11:57			Admit/Re	g: 07/11/202	2			
Pirrone, Giovanna MRS - 79 Years Female			Antimicrohial (AMS)			Service:	Anaesthes	ia and Periop Med			
Footscray/F 2 UR#: 208257 DOB: 10/07/1944	Urgent	Callback #: .	Medication Review-	ge	amoxicillin-clavulanate + Sodiu	L05:	286.9d				
Colorectal and Gen Surgery	30/10/2022		30/10/2022 00:39	Complete		Loc:	Footscray	Footscray/F 2 East/Hold; B01			

- 7. Click on **Handover**, **Task Details** or **Comments** (communicate with the team) to see further information, e.g. reason for consult.
- 8. Action 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, ask no longer necessary, patient refused etc.
- 9. Click the patient's name to view their medical record.

Patient Information 💌	Priority	Required By	Task	Action	Last 3 Comments	
Ortho Geri Service 1 <u>TESTWHS M01, PATIENT01 MS</u> 26 Years Female			Antimicrobial (AMS) Medication	O Cancel	Task Admoniadoad	^
Footscray,F 2 East/Hold; B01 UR #: 2000002 DOB: 18/09/1996 Anaesthesia and Periop Med	Urgent	Callback #: .	Review-Doctor Order 01/06/2023 11:57	○ Complete ○ Cancel	cefTRIAXONE initial ID approval expired. Call ID t	

10. Click Orders from the Table of Contents (TOC).

Orders and Referrals + Add

TESTWHS MO1, PATIEN... See

Allergies: No Known AllergiesDo Alerts: Recor... Resus Status: W

Task View Help ∰Ll<sub>☉</sub> №?

Details

Service

Priority

Comment Task Acknowledged

Clinician Callback Number

P TESTWHS MO1, PATIENT01 MS - Order Information fo ...

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

Requested Start Date/Time 01/06/2023 11:57 AEST

Urgent

AMS1628596661

Original order entered and electronically signed by SYSTEM, SYSTEM on 01/06/2023 at Medical Department Antimicrobial (AMS) Medication Review- Doctor Order

Anaesthesia and Periop Med

11. Locate the Referral order, you can see that the order has been acknowledged.

		7	Order Name	Status 👘	Dose	Details	^
Antimicrobial (AMS) Medication Review- Doctor Order			Ordered		01/06/2023 11:57:55. Service: Anaesthesia and Periop Med, Ur Task Acknowledged		

12. Right click on the order and select order information

for further details

 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.



Patient Information Handover Task Details Comments

 Action

 O Acknowledge
 O Complete
 O Cancel