Access and Set Up - Managing Inpatient Referrals

Digital Health
CONNECTING BEST CARE

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

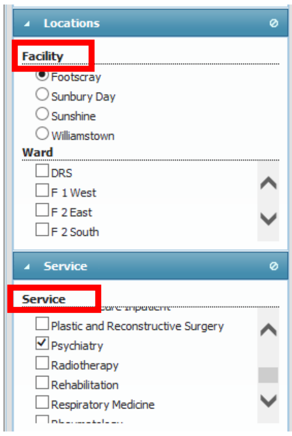
- This will NOT replace the paging system or verbal communication with colleagues

You will only need to set up your list once

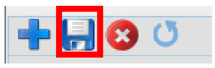
1. Click on **Task Manager** in the navigational toolbar.

2. Click **+** (New List)

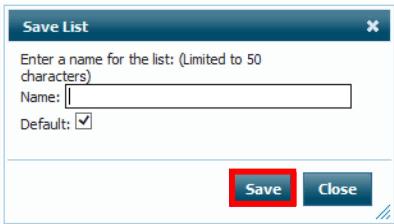
3. Select **Location (Facility)** and **Service**



4. Click **Save**



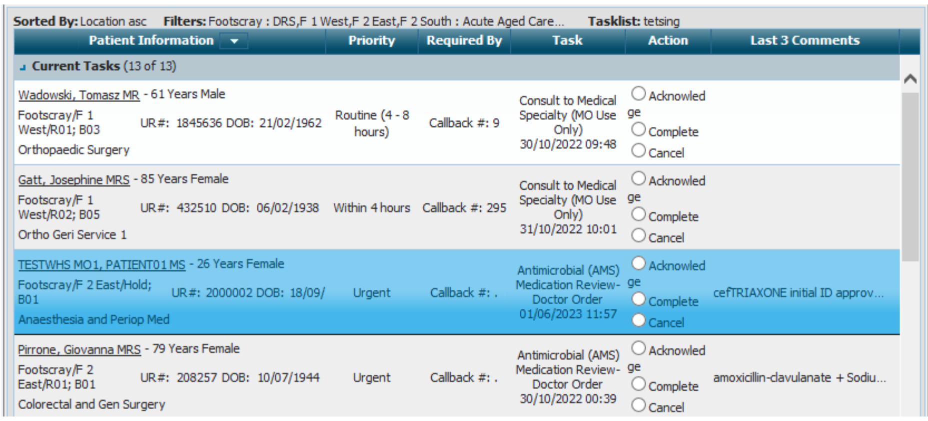
5. **Save List window opens**. Name your list. Click **Save**

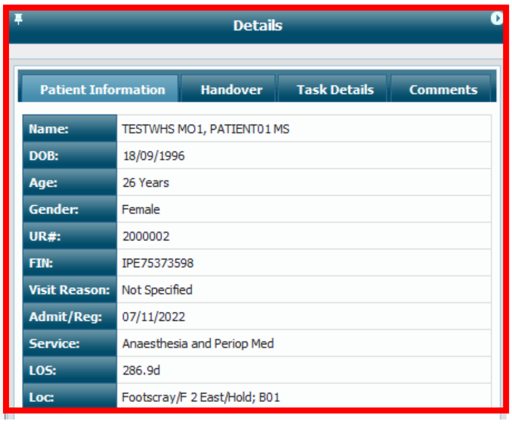


Important

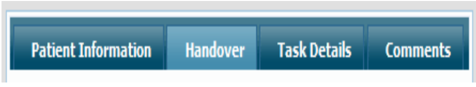
- Any tasks that have been sent to **your unit** should populate. (These are all "Orders" that have been placed by others and sent to your unit, not you as an individual doctor).

6. Click on Patient Name and Details window opens.

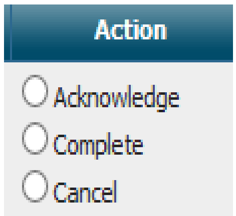




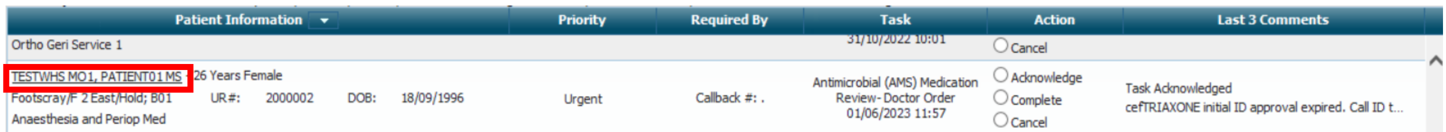
7. Click on **Handover**, **Task Details** or **Comments** (communicate with the team) to see further information, e.g. reason for consult.



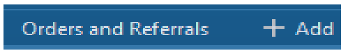
8. Action options are:
   a) "Acknowledge" to notify the referring clinician their task has been viewed but not yet completed.
   b) "Complete" when you have completed the task and want it to disappear from this list.
   c) "Cancel" for reasons including inappropriate referral, ask no longer necessary,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



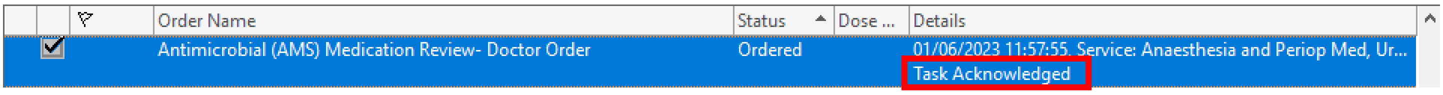
9. Click the patient's name to view their medical record.



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

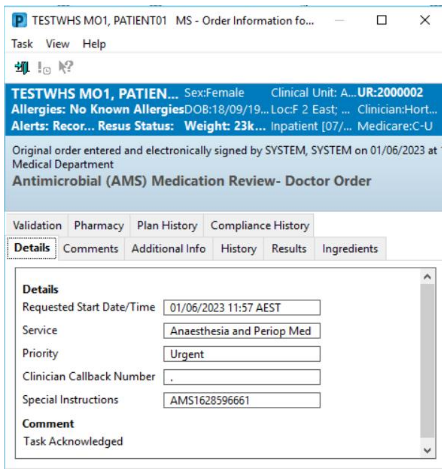


11. Locate the Referral order, you can see that the order has been acknowledged.



12. Right click on the order and select order information

    for further details



13. 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.