

Administration - Searching for and adding alternate identifier in iPM



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Search and find the Western Health UR # in Bacchus Marsh iPM, and search and find the Bacchus Marsh UR # in the Western Health iPM and link the alternate identifiers to the patient in both iPM Instances

Definitions:

BMM – Bacchus Marsh & Melton

ProVation – Procedure and reporting software used in theatre for endoscopy procedures

Scancare – Surgical Instrument tracking software used in theatre and CSSD

iPM – Patient Administration System used across all of Western Health



Important – Ensure that you check both iPM instances for the patient record

- Confirm the identity of the patient with at least 3 identifiers – Date of Birth, Name and either Address or Phone Number (Or UR number if available)
- Only Enter in the **Western Health UR #** in Provation and Scancare



Handy Hint – Instructions can be used for both Western Health iPM and BMM iPM.

To login to the **WH iPM**, use the username prefixed with **WHS** e.g. WHSUserName

To login to the **BMM iPM**, use the username prefixed with **GRD** e.g. GRDUserName



1. Login to the correct iPM instance then click the patient search icon
2. Located at the top left of iPM



2. Perform a search on the patient using Patient Surname, Forename and DOB then click OK

Administrative Patient Search

Name and Identifier | Age and Sex | Address | Location | Other

Patient ID type: (Any)

Patient ID: []

Surname: Test

Forename(s): Nicole

Date of birth: 01/01/1983

Carer relationship: (Any)

Personal carer: [] Set...

Name Search Type

Soundex

Alias

Swap Names

Search inpatient

OK

Cancel

Clear

- Locate the column "Alternate ID's" and note Either "BMM UR:" or "WH UR:" Ensure that This ID matches the identifier of the patient, While verifying at least 3 other identifiers (Name, Date of Birth, Address/Phone Number).

If this field is blank, continue reading on how to add this information.

WH iPM:

1575673 TEST, Nicole (Ms)

GP [Name] [Phone]

Address Western General Hospital, 160 Gordon St, F

Patient ID	Patient Name (D)	Alternate ID's
1575673>>	Test, Nicole	BMM UR:017293

BMM iPM:

017293 TEST, Nicole (Mrs)

GP [Name] [Phone]

Address 160 Gordon Street, Footscray, VIC, Australia (i

Patient ID	Patient Name (D)	Alternate ID's
017293>>	Test, Nicole	WH UR:1575673 /



Important

If you are unable to find the patient by the alternate identifier, they may not yet have had the identifier added, or may not yet exist in the alternate iPM. Follow the usual process for adding a new patient to iPM, then follow the below steps for adding the alternate ID

- Double Click the patient Record

1575673 TEST, Nicole (Ms)

GP [Name] [Phone]

Address Western General Hospital, 160 Gordon St, Footscray, VIC, Australia, 3011

Patient ID	Patient Name (D)	Alternate ID's	Sex	Date of Birth
1575673	Test, Nicole	Medicare: [Number]	Female	01/01/1983

- Click on the Alias/ID tab, then depending upon which iPM instance you are modifying, either Select "BMM UR" or "WH UR" in the ID type dropdown.

WH iPM:

Amend Patient Details - Test, Nicole [Phone] [Address]

Patient Details **Alias/ID** Personal Carers Insurance Medicare Card Details GP Carer

Alias type: Not Specified

Surname: [Field] Previous

Forename: [Field] Next

Middle Names: [Field] New

[Field] Note Delete

From: / / To: / / Show List

ID type: BMM UR

Identifier: [Field] Previous

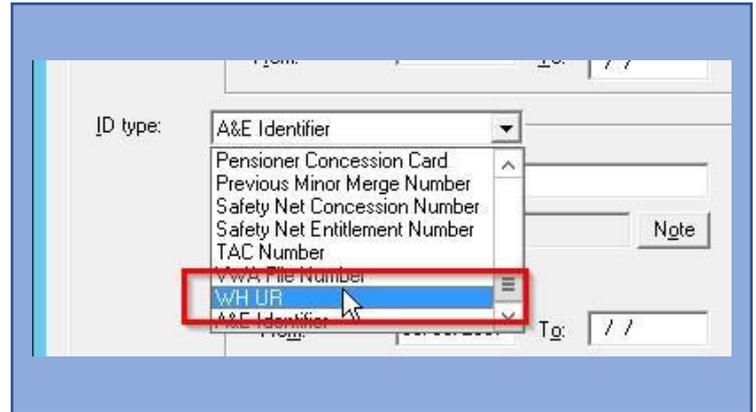
[Field] Note Next

From: 12/07/2023 To: / / Accept

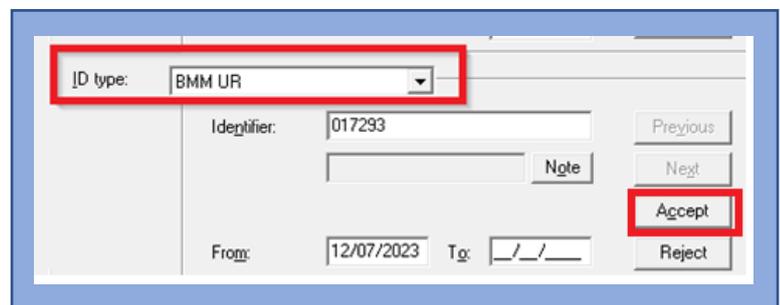
Reject



BMM iPM:

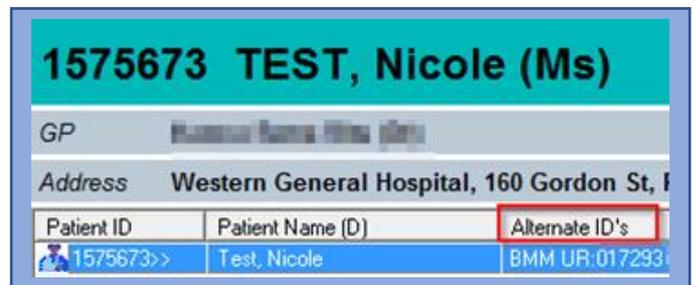


6. Enter in the UR # in the identifier field and click "Accept"



7. Verify that the new alternate ID is now showing e.g.

WH iPM:



BMM iPM:

