Administration - Update GP and Insurance to Display in EMR

This Quick Reference Guide will explain how to:

Update GP and Insurance to display in EMR.

1. Background

GP and Insurance information will only update in the EMR when the Inpatient (IPE) or Outpatient (OPE) encounter is created or updated. This occurs at time of admission and Appointment or when a field in the admission tab is edited and the appointment is arrived.
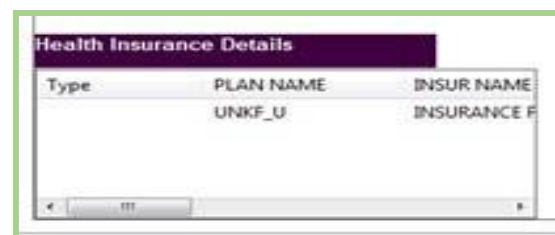
- GP Details display in EMR in Power Chart – GP View

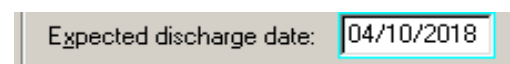**Note: Latest GP Details is current GP recorded in iPM.**

- Insurance details display in EMR in Power Chart – Patient Information – Visit List

Note: Medicare will not display in the Insurance field
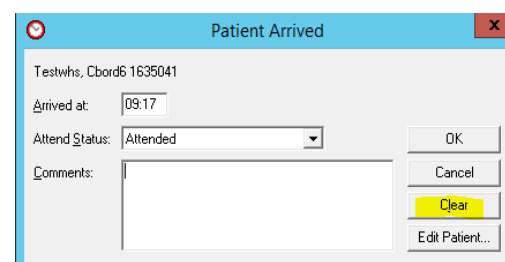

2. Issue

- Incorrect patient information displayed

3. To update GP and Insurance field in EMR:

- Edit 'Estimated Discharge Date' field in iPM Amend Admission Details - Admission tab
  NOTE: If the EDD was correct at time of editing, you will need to go back into iPM and edit back to today's date so it displays correctly on the Journey Board

  - Retrigger the appointment arrival time and status by clearing the arrival details and arrive the patient again

  4. Go back into EMR and view GP / Insurance data to check that it has updated.

Western Health