

Cancer Services – Outpatient Clinics



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

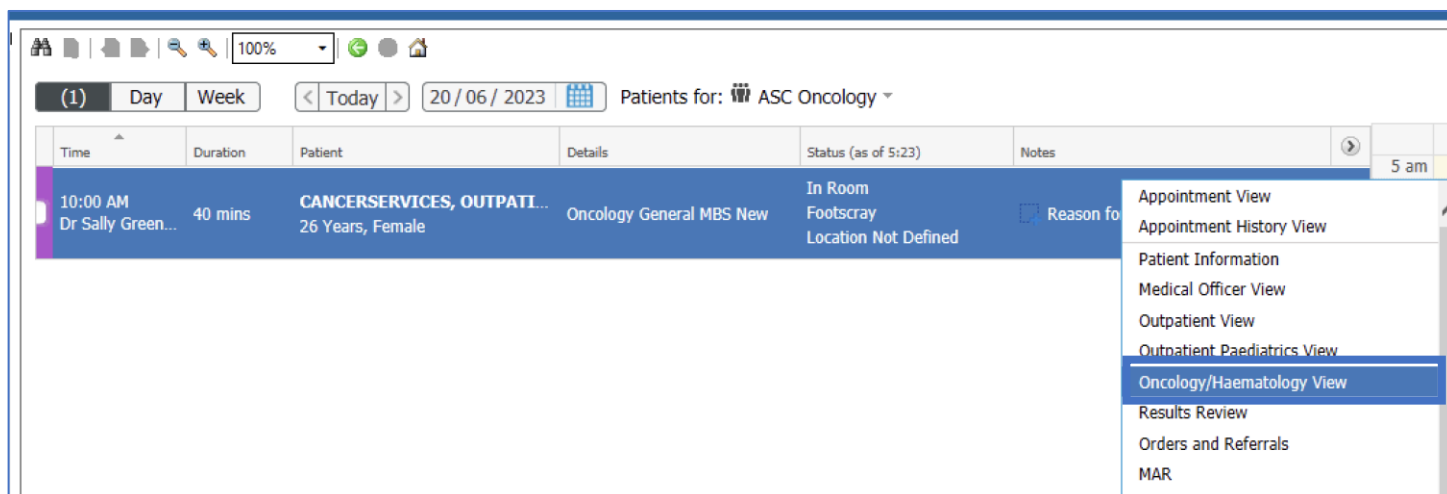
This Quick Reference Guide will explain how to:

- Navigate **ONC/HAEM Workflow mPage**
- Utilise the **Document Filter(s)**.
- Generate an **Outpatient Progress note**.
- Generate a **letter to the GP**
- **Utilise the ONC/HAEM Quick Orders mPage**.

This Quick Reference Guide will not cover details of the Ambulatory Organiser, including Patient Check In and Check Out. Please refer to their respective QRG separately.

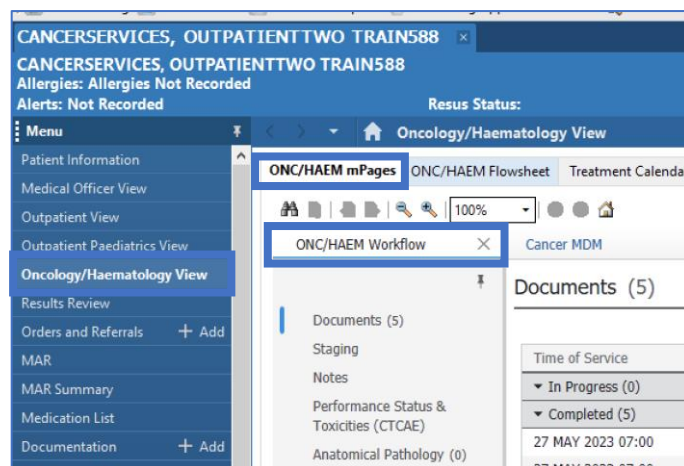
Navigate ONC/HAEM Workflow mPage

1. Right-click on the patient and select **Oncology/Haematology View**.
2. Navigate to **Oncology/Haematology View**, select **ONC/HAEM mPages**.
3. Click on **ONC/HAEM Workflow**.



Navigate ONC/HAEM Workflow mPage

1. Right-click on the patient and select **Oncology/Haematology View**.
2. Navigate to **Oncology/Haematology View**, select **ONC/HAEM mPages**.
3. Click on **ONC/HAEM Workflow**.



Review Documents, utilising the Filter function

1. Navigate to **Documents**.
2. Single click on the document to open and review the content

To filter the list, follow the steps below:

3. Click **Change Filter**.
4. Untick **All Clinical Notes**.
5. Tick **filter(s)** to apply
6. Click **Apply**.

The screenshot shows the Oncology mPage interface. The 'Documents (5)' section is active. A 'Change Filter...' button is highlighted in red. A dropdown menu is open, showing a list of filters. The 'All Clinical Notes' checkbox is checked. The 'ONC/HAEM/PallCare/SURC Clinic & Cancer MDM' and 'CDU Referrals & Communications' checkboxes are also checked and highlighted with red boxes. The 'Apply' button is visible at the bottom of the filter menu.



Handy Hint - Using the Documents Filter(s) to narrow down the notes

Consider using the following filters on the mPage to help you navigate the notes:

| Filter | Notes the filter include |
|--|--|
| ONC/HAEM/PallCare/SURC Clinic & Cancer MDM | Oncology Outpatient Notes Haematology Outpatient Notes Palliative Care Outpatient Notes SURC Progress Notes Cancer MDM Notes |
| CDU Referrals & Communications | Chemotherapy Day Unit (CDU) Referral Chemotherapy Day Unit (CDU) Communications |




Document Outpatient Progress

1. Navigate to **Notes**.
2. Enter text in the text box.
3. Click **Save**.



Handy Hint - Using the "Contextual View" for Notes

When the screen resolution allows, you will find the "Contextual View" icon  located next to the Notes section. Enabling this view will shift the text box to the right side of the screen. The box remains on the right, enabling you to scroll through documents, results, and previous chemotherapy records on the left side for review.

| Time of Service | Subject | Note Type | Author | Last Updated | Last Updated By |
|-------------------|---------------------------|---------------------------|----------------------------|-------------------|----------------------------|
| 22 MAR 2023 13:09 | Chest Cr (CT) (Unauth) | CT Chest +cont | Unknown | Unknown | -- |
| 22 MAR 2023 16:57 | Maternity Discharge Su... | Discharge Summary | CernerTest, Medical Off... | 22 MAR 2023 16:58 | CernerTest, Medical Off... |
| 22 MAR 2023 14:10 | Discharge Planning | Discharge Planning - T... | CernerTest, Medical Off... | 22 MAR 2023 14:10 | CernerTest, Medical Off... |

Generate an Outpatient Progress Note

1. From the mPage navigation menu, click **Oncology Outpatient Note** under **Create Note**.
2. Review entry within **Notes** pulled into the left-hand side of the document. You may edit the text here.
3. Click **Sign/Submit**.
4. Sign/Submit Note window opens.
Do not change the Note Type
Review the Title. Edit if desired.
5. Click **Sign**.



Handy Hint - Note Types and Titles

An advantage of generating Outpatient Progress Notes from the ONC/HAEM Workflow mPage is that the Note Type and Note Title are preselected by default. This ensures consistent documentation and reduces the need to manually select a Note Type or modify the Title. However, you still have the option to change the Note Title if desired. The Document Filter (refer to earlier section) is based on the "Note Type". Therefore, as long as the progress note utilises one of the corresponding Note Types, it will be included in the ONC/HAEM/PallCare/SURC Clinic & Cancer MDM filter.

The screenshot illustrates the process of creating an Outpatient Progress Note. It shows two overlapping windows from the 'Cancerservices, Patientone MR' application.

The top window displays the 'Oncology/Haematology View' for a patient. The 'Notes' section is active, showing a note titled 'Patient reviewed in clinic today. Doing well.' with a timestamp of 'Cernertest, Medical Officer P2 1 28 JUN 2023 12:29'. The 'Performance Status & Toxicities (CTCAE)' and 'Anatomical Pathology (1)' sections are also visible.

The bottom window shows the 'Documentation' view for the same patient. The 'Create Note' menu is open, and 'Oncology Outpatient Note' is selected. The 'Notes' section is populated with the same text as the top window. The 'Sign/Submit' button is highlighted with a red box, indicating the next step in the process.



Generate a letter to the GP

1. From the mPage navigation menu, click **Clinician Letter** under **Create Note**.
2. Review entry within **Notes** pulled into the left-hand side of the document under **Outpatient Progress**. **You can edit the text** "Dear Clinician, I have had the pleasure of seeing".
3. Click **Sign/Submit**.
4. Sign/Submit Note window opens. **Do not change the Note Type**
Review the Title. Edit if desired.
5. Click **Sign**.



Sign/Submit Note

***Type:** Clinician Letter (dropdown) Note Type List Filter: Position (dropdown)

***Author:** Cernertest, Medical Officer P2 1 **Title:** Clinician Letter ***Date:** 28/06/2023 (calendar icon) 1322 AEST

Forward Options

Favorites Recent Relationships



| Contacts | | | Recipients | | | | | |
|----------|---------|------|------------|---------|------|---------|------|-----------|
| ★ | Default | Name | ★ | Default | Name | Comment | Sign | Review/CC |
| | | | | | | | | |

Sign Cancel

ONC/HAEM Quick Orders mPage

1. Navigate to Oncology/Haematology View, select ONC/HAEM mPages.
2. Click ONC/HAEM Quick Orders
3. The page is divided into multiple columns and folders. The folders can be collapsed or expanded based on personal preference. The sections are categorised into:

| | |
|---------------------------------------|--|
| MBS Bill Codes | <ul style="list-style-type: none"> • Single click to select and order • Click again to deselect |
| Diagnostic Tests | <ul style="list-style-type: none"> • Frequently requested orders <ul style="list-style-type: none"> ○ Single click to select and order ○ Click again to deselect • If the order required is not listed here, order from Orders and Referrals • If the order requires is not listed in EMR, order on paper |
| Imaging | |
| Pathology | |
| Medications | |
| Referrals (New Appointments) | <ul style="list-style-type: none"> • Used for referring patients to another specialty |
| CDU Referrals & Procedures | <ul style="list-style-type: none"> • Used for referring patients to CDU for non-anticancer treatments • Used for referring patients to CDU with anticancer treatments that do not have an EMR regimen available to order |
| Follow Up Appointment | <ul style="list-style-type: none"> • Used to making follow up appointment referral (Review) |

4. Click on the order(s) to place. You can select more than one order on this page.
5. Click the Orders for Signature icon in the top right-hand corner  **2**. The number adjacent to the icon denotes the number of order(s) that have been selected.
6. Click **Modify Details**
7. Click on the individual order to provide additional details where required.
 - If an order is missing mandatory fields, the order will have a  icon adjacent to it.
 - All mandatory fields must be completed before the order can be placed.
8. Click **Sign**
9. Complete the authorising window



Important – MBS Billing Codes and Orders

The EMR will not prevent you from continuing your work if you haven't entered an MBS code, completed a Progress Note, or written a GP letter. Additionally, there are no built-in reminders in the EMR. It's important to remember to input and sign all the required orders and notes before proceeding to the next patient.



Important – Ambulatory Organiser

Make sure to revisit the Ambulatory Organizer to finalise the remaining steps of the Outpatient Workflow, which includes communicating the Appointment Outcome. For detailed instructions on utilising the Ambulatory Organizer, please consult a separate Quick Reference Guide.




Handy Hint – Personalise the Quick Orders mPage

There are multiple ways to personalise the Quick Orders mPage.

Click on the menu icon , then you can:

- **View Layout:** Change the number of columns on the page
- **Drag and Drop:** Change the order of the folders.
For example, move the Follow Up Appointment folder to beneath the MBS Bill Codes folder.
- **Components:** Add or Remove a folder
- **Clear Preference:** Return to the default layout
- Change the colour of the folder via the dropdown menu within the folder.

