Cancer Services – Outpatient Clinics



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.

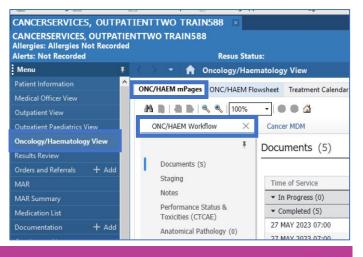
Navigate ONC/HAEM Workflow mPage

- 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.

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	≜ Time	Duration	Patient	Details	Status (as of 5:23)	Notes	۲) 5 am
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							Outpatient Paediatrics View	
							Oncology/Haematology View	
							Results Review	
							Orders and Referrals	
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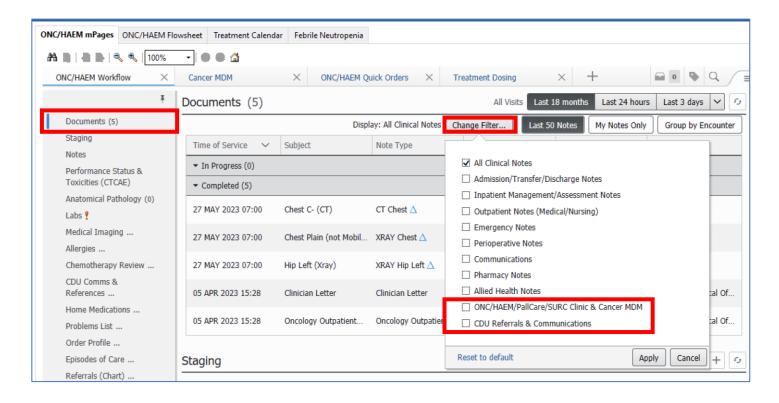
Digital Health

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.



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.

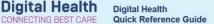
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	Toxicities (CTCAE)				Save
	Anatomical Pathology (1)				Save

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.

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Allergies (0)		
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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

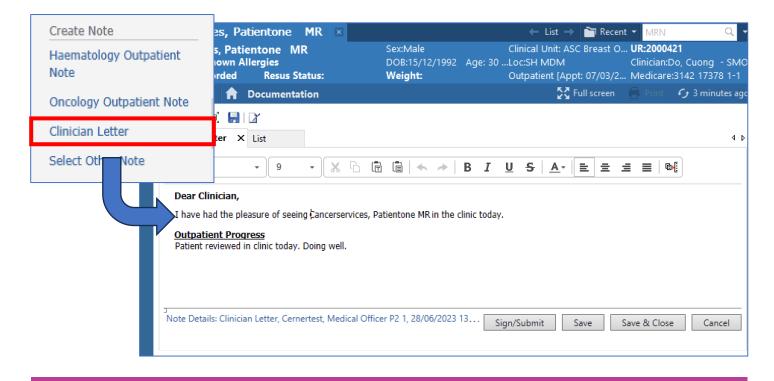
An advantage of generating Outpatient Progress Notes from the ONC/HAEM Workflow mPage is that the Note Type and Note Title are preselected by default. This ensures consistent documentation and reduces the need to manually select a Note Type or modify the Title. However, you still have the option to change 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.

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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.







P Sign/Submit Note			_		×
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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	Single click to select and orderClick again to deselect
Diagnostic Tests	 Frequently requested orders Single click to select and order Click again to deselect
Imaging	If the order required is not listed here, order from
Pathology	 Orders and Referrals If the order requires is not listed in EMR, order on paper
Medications	
Referrals (New Appointments)	Used for referring patients to another specialty
CDU Referrals & Procedures	 Used for referring patients to CDU for non-anticancer treatments Ussed for referring patients to CDU with anticancer treatments that do not have an EMR regimen available to order
Follow Up Appointment	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.

 Click the Orders for Signature ionc in the top right-hand corner denotes the number of order(s) that have been selected.

- 6. Click Modify Details
- 7. Click on the individual order to provid additional details where required.
 - If an order is missing mandatory fields, the order will have a 💙 icon adjacent to it.
 - All manatory 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.



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Digital Health Quick Reference Guide

ONC/HAEM mPages ONC/HAEM Flowsheet Treatment Calendar Feb	rile Neutropenia			
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MBS - Initial Medical Consultation Phone (91834) MBS - Review Medical Consultation Phone (91835) MBS - Initial Medical Complex Consultation Phone (92431)	ed Procedures edures	Cortisol Level Blood Coagulation Studies Human Immundeficiency Virus (HIV) Antibodies Quantiferon TB Gold a Tumour Markers Alphafectorortein (APP) Level Blood	MICROg, Subcutane ⊿ ONC Supportiv folic acid 0.5 mg Qty: 100 tab(s) minocycline 50 m BD, Take with food	Oncology Combined Modality OP Referral Haematology OP Referral Gynaecology Oncology OP Referral
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	-			Thoracic Surgery OP Referral Upper GI Surgery (UGIG) OP Referral

Follow Up Appointment 🛛 🔤 🔹 🐼

Urology OP Referral Orthopaedic OP Referral

Oncology Colorectal (CRGS) OP Review Oncology Combined Modality OP Review Gynaecology Oncology OP Review Haematology Thursday OP Review Oncology Lung OP Review Oncology Breast OP Review Oncology Upper GI (UGIG) OP Review Oncology Urology OP Review Symptom Management Assesment & Referral Team (SMART) OP Review Radiation Oncology Colorectal (CRGS) OP Review Radiation Oncology Lung OP Review Radiation Oncology Upper GI (UGIG) OP Review

Handy Hint – Personalise the Quick Orders mPage

There are multiple ways to personalise the Quick Orders mPage.

Click on the menu icon [1], 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.

