

Diagnostic Testing – Cardiology - Triage Inpatient Transthoracic Echocardiogram (TTE)

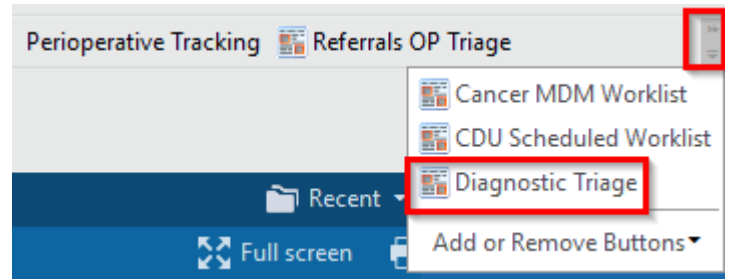


This Quick Reference Guide will explain how to:

Triage inpatient Transthoracic Echocardiogram (TTE) orders

Navigate to Diagnostics Triage

1. Select “Diagnostics Triage” from the navigation bar at the top (click on the dropdown arrow to find Diagnostics Triage)



2. Select appropriate list



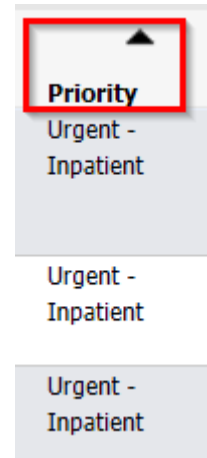
Handy Hint – Set-up Diagnostics Triage

Please refer to the “Diagnostics Testing - Cardiology - Set-up Diagnostics Triage” QRG for further information on how to set-up a list

Reviewing Patient Information

3. Click on the “Priority” column to group the “Urgent – Inpatient” and “Routine – Inpatient” orders together

Hint: Scroll down to the bottom of the page to view “Routine – Inpatient” or click on “Priority” again to re-order and have “Routine – Inpatient” appear at the top



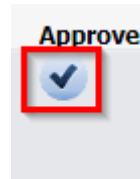
4. Review patient information by hovering over the “Order” column or open the patient’s file by clicking on their name

Name	MRN/Gender/DOB/FinClass	Age	Location/Service	Order	Priority
Testwhs, Marcus MR	1828198 Male 04/10/1965	57 Years	S ICU/R01/B03 Emergency - General Presentation	Transthoracic Echocardiogram (TTE) Adult	Urgent - Inpatient
Testa, Logan MSTR	1531317 Male 04/07/2016	7 Years	F 2D/R01/B02 Paediatric Medicine	Transthoracic Echocardiogram (TTE) Adult Requested Start Date/Time: 20/07/2023 13:19:00 Referring Physician: Neo, Marcus - HMO	



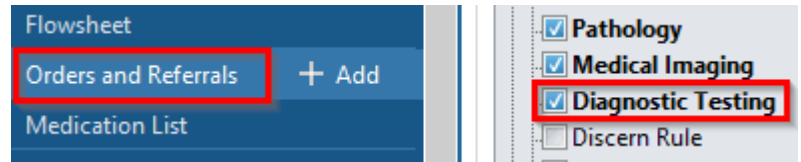
Approving TTE Orders

- Click on “Approve”, enter password and click “OK”

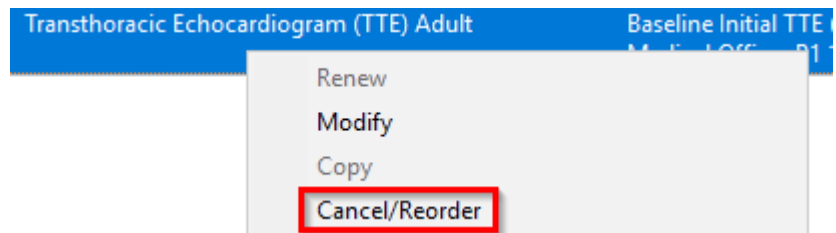


Changing TTE orders from Inpatient to Outpatient and vice versa

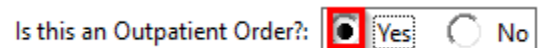
- If the patient is more appropriate for an outpatient TTE, please go into the patients file, navigate to “Orders and Referrals” and select “Diagnostic Testing”



- Right Click on the appropriate TTE order and select “Cancel/Reorder”



- Change the “Is this an Outpatient Order?” field to “Yes”



- Select a “Cancel Reason” for the previous order.



- Make any other changes required to the orders prior to signing.



Important – Inpatient to Outpatient order, DO NOT use “Modify”

If an order needs to be changed from **Inpatient to Outpatient or vice versa**, **DO NOT** use the “Modify” function by right clicking on the order or by the Diagnostics Triage page, use “**Cancel/Reorder**” instead

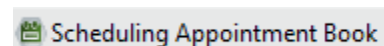


Handy Hint – Triage Outpatient Cardiology Diagnostic Orders

Please refer to “Diagnostic Testing - Cardiology - Triage Outpatient Cardiology Diagnostic Orders” QRG on how to triage an Outpatient TTE order.

Navigate to Scheduling Appointment Book

- Select “Scheduling Appointment Book” from the navigation bar
- Login
- Click on the “Eye” icon, “Schedule Inquiry” window will open





14. Select the "Request List" tab
15. Under "Inquiry", select "**Diagnostics Add Encounter**"
16. Under "Request List Queues", select "**CDS Cardiology Diagnostic Service Inpatient**"

17. Click "Find" 

18. Patients that have been "Approved" will now populate the list

19. Right click on a patient's name and select "Modify"

20. Select the "Details" tab and enter information under "Scheduling Comments" to assign patient location and priority.

S = Sunshine, F = Footscray. 1-5 indicates level of priority (decided by Echo Reg).

i.e.: for Footscray, priority 2 = F2

21. Click "OK"

22. Click on "Scheduling Comments" to sort patients by location and priority

Scheduling Comments