

Documentation – Case Conference



This Quick Reference Guide will explain how to:

- Document Case Conference for Inpatient settings
- Document Case Conference for Specialist Clinics and Chronic and Complex Care

Case Conference – Inpatient

1. Navigate to the inpatient view via the Table of Contents (this may differ depending on your role)
2. Navigate to the Case Conference/Discharge tab

Allied Health View

Case Conference/Discharg... X

Case Conference - Outpatient

1. Navigate to the Outpatient view via the Table of Contents
2. Navigate to the Outpatient Case Conference tab

Outpatient View

Outpatient Case Conference X

Case Conference – Inpatient and Outpatient

1. Navigate to Conference Summary
2. Document relevant information in the **Conference Summary** component

Conference Summary

Selected Visit [X] [↺]

Tahoma 9

Document information from the case conference into this section

Save

3. Use either Goals for Discharge (Inpatients) or Goals OP (Specialist Clinics/Chronic and Complex Care) document any relevant goals – refer to **QRG Documentation – Inpatient and Outpatient Goals**

Goals for Discharge

Goals OP

4. Once documentation of the Case Conference has been completed, Click on **Case Conference Note**

Create Note

Case Conference Note

Select Other Note

5. Case Conference Note is generated and populates with information from the Goals and Conference Summary components
Additional information can be added to Conference Summary, if required

Case Conference Note X List

Font Size [X] [↺] [↻] [↵] [↶] [↷] [↸] [↹] [↺]

Goals
OP Walk with nil gait aid - Not achieved (Barriers: No)
OP Dress with minimal assistance - Ongoing to be achieved in the community (Barriers: No)
OP Preapre meals with assistance at home - Progressing (Barriers: No)
OP Attend football with family members - Achieved (Barriers: No)

Conference Summary
Progressing well towards achieving all goals.
Has been attending therapy sessions as expected.
Aiming to discharge in 2/52.



6. When the note is completed, click **Sign/Submit**

Sign/Submit

7. A Sign/Submit Note pop up opens.
Confirm the *Type* and *Title* of the
Case Conference Note

P Sign/Submit Note

*Type: Case Conference Note	Note Type List Filter: Position
*Author: AH2, Allied Health2 - NONE	Title: Growth & Nutrition - Case Conference Note



Important

Add the Specialty (e.g., Growth and Nutrition – Case Conference Note) as the prefix of the Title of your document

8. Click Sign

Sign

9. Click on Documents to view the completed Case Conference Note

Documents