

FirstNet – Clerical – Adult or Paed Fracture Clinic Referral



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

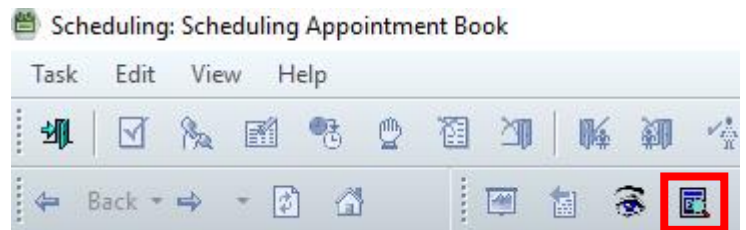
This Quick Reference Guide will explain how to:

Send a referral for Virtual Fracture (VFRAC) Adult or Paediatric Triaging for patients on whom an Orthopaedic Fracture OP Referral or Orthopaedic Fracture Paediatric OP Referral has been placed in the Emergency Department

1. Open Scheduling Appointment Book (Schapptbook)



2. Open Request List Inquiry



3. In the Inquiry drop-down, select *Referrals Add Encounter*
4. In the Request List Queues drop-down, select *ED Bookings*
5. Click Find.

Request List

Inquiry:
Referrals Add Encounter

Request List Queues:
ED Bookings

Referral To Clinician:

Referral In Service:

Suggested Priority/Urgency:

Find Clear Close

6. Locate the correct patient on the list. Right click on the patient, select *Person*, select *Add Encounter*

Book	7000430	ZZZTEST, CHRIS
Book	2000345	SLOANE, MARK MR
Book	2000934	SCSUPERUSER, TRAINER MS
Book	2000931	SCSUPERUSER, TRAINONE MS
Book	2000933	SCSUPERUSER, TRAINTHREE MR
Book	2000932	SCSUPERUSER, TRRAINTWO MRS

- Check In...
- Check Out...
- Patient Seen...
- Sched Next OP Appt.
- Batch Reschedule
- Group Info...
- Verify...
- Med Nec Check...
- Lock...
- Unlock...
- Add New Appointment
- Complete Request...
- Modify Request...
- Move Request...
- Cancel Request...
- Restore Request...
- Schedule
- Inquiry >
- Notifications...
- Superbill...
- Person >**
 - Orthopaedic Fracture OP Referral
 - Orthopaedic OP Referral
 - New Upper GI Surgery (UGIG) OP Refer
 - New Upper GI Surgery (UGIG) OP Refer
 - New Upper GI Surgery (UGIG) OP Refer
 - New Upper GI Surgery (UGIG) OP Refer
 - View Person...
 - Modify Person...
 - Add Encounter...**
 - View Encounter...
 - Modify Encounter...
 - Post Encounter Payment...
 - Post Guarantor Payment...
 - Allergies...
 - Health Maintenance Organizer...

7. A pop up will appear. Select Yes.

Schedule Inquiry

Is this a Waiting List encounter?

Yes No

8. If the Available Conversations window appears, select *Referral Add/Modify*. If it doesn't appear, move to the next step.

Available Conversations

Please select the conversation you would like to use:

Referral Add/Modify

OK

9. Select *Add Episode*.

Select Episode - [ROSS, PETER TRAINO]

Episodes:

Name	Type	Registrar	Last Reg Date	Episode End Date	Created	Creator
V-SPEC7173002	Specialist Clinics (OP)			31/12/2100 11:00	06/04/2023 13:16	P2CLERK2
V-SPEC7085001	Specialist Clinics (OP)			31/12/2100 23:59	05/04/2023 14:54	P2CLERK5
V-SPEC7075001	Specialist Clinics (OP)			31/12/2100 23:59	05/04/2023 14:49	P2RN9
V-SPEC6997001	Specialist Clinics (OP)			31/12/2100 23:59	05/04/2023 13:54	P2CLERK1
V-SPEC6913001	Specialist Clinics (OP)			31/12/2100 23:59	05/04/2023 10:44	P2CLERK4
V-SPEC6803005	Specialist Clinics (OP)			31/12/2100 23:59	04/04/2023 14:40	P2CLERK1

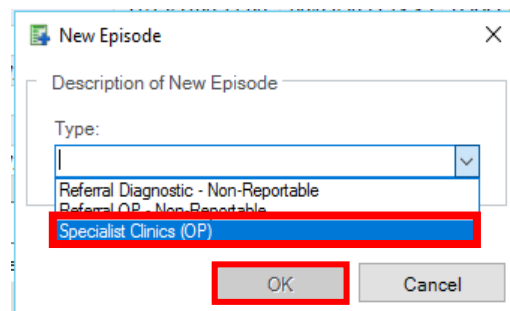
Encounters:

Fin Nbr	Type	Med Svc	Facility	Nurse Unit	Reason For Visit	Attending Doctor	Fin Class	Reg Date	Dsch Date	Registrar
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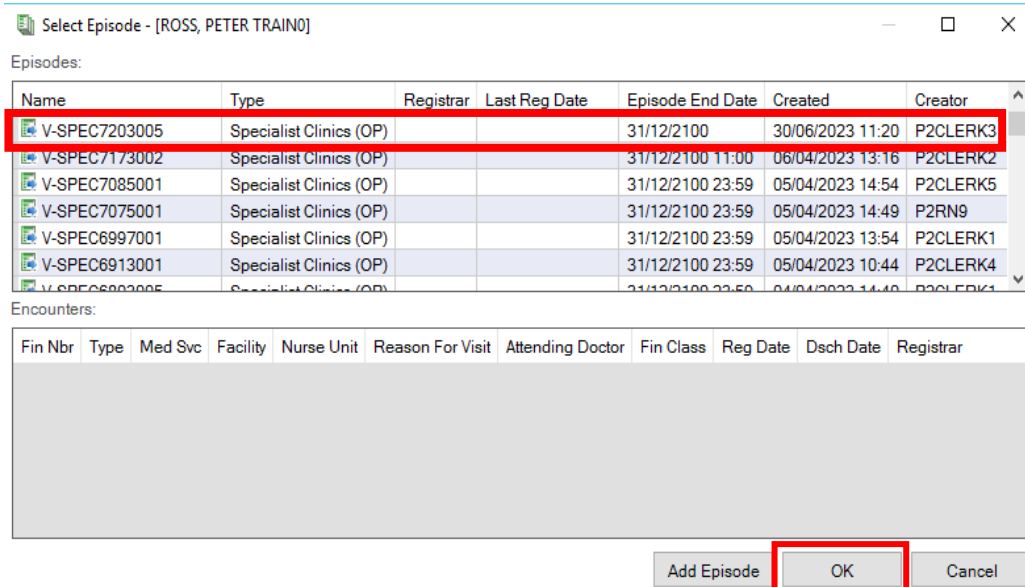
Add Episode OK Cancel



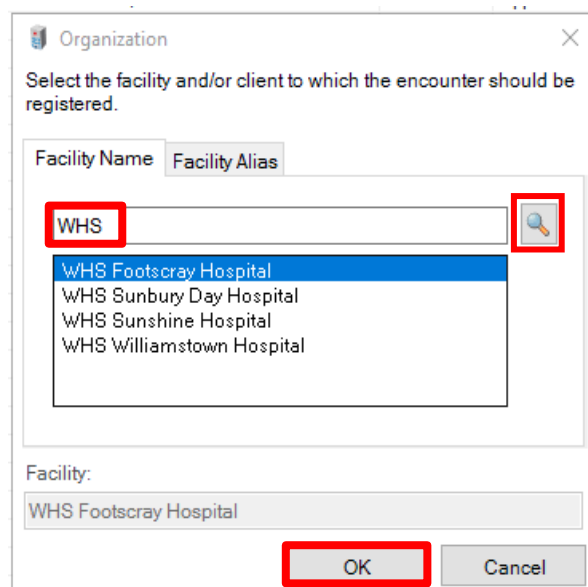
- 10. In the Type drop-down, select *Specialist Clinics (OP)*
- 11. Select OK



- 12. Select the episode that has just been created. Ensure the episode selected has the current date and time, and your username as the creator.
- 13. Select OK



- 14. In the Facility Name, type *WHS* and click on the magnifying glass to search.
- 15. For adult referrals, select *WHS Footscray Hospital*.
For paediatric referrals, select *WHS Sunshine Hospital*
- 16. Select *OK*





17. The Referral Add/Modify window will appear. Click on the *Referral and Encounter Info* tab.

Patient Information **Referral and Encounter Info** Additional Contacts Notes and Alerts

Address/Phone Information

Residential Home Add... Mailing Address:
1900 JD Anderson Dr Add Address...
Morgantown, 26505

18. Fill out the yellow mandatory fields with the below information:

- **Referral Add Type:** New Referral
- **Referral Received Date:** Today's Date
- **Date on Referral:** Today's Date
- **Referral Source:** This Hosp Emergency Department
- **Referral Status/Priority:** Triage Required
- **Referral in Stream:** Orthopaedics/Musculoskeletal
- **Referral (Episode) Stream:** Orthopaedics/Musculoskeletal
- **Speciality:**
 - **Adults:** ASC Fracture
 - **Paediatrics:** WC Paed Fracture
- **Account Class:** Public Eligible
- **Referring Clinician:** This will populate with the referring clinician
- **Referred to Clinician:** This will populate if entered when the order was made
 - **Adults:** Dr Phong Tran
 - **Paediatrics:** Dr Chris Harris

Patient Information Referral and Encounter Info Additional Contacts Notes and Alerts

*Referral Add Type: *Referral Received Date: *Date on Referral: Waiting Start Date: Referral Type: *Referral Source: *Referral Length: Referral Expiry Date:
*New Referral 22/08/2023 22/08/2023 Internal This Hosp Emergency Departmen 3 Months 31/12/2100

Wait List Status: *Referral Status/Priority: Proposed Priority: Referral Status/Priority Date: *VINAH - Referral In Outcome: Referral Accepted Date: Last Clinical Review Date: Wait List Reason for Change:
Triage Required Routine 22/08/2023 Referral processing in progress

Breach Date:

Referral Details

Facility: *Reason for Visit: VINAH - Referral In Reason: *Referral In Stream: *Referral (Episode) Stream: *Speciality: VINAH - Health Conditions: *Account Class:
Footscray ?L) arm # Diagnosis, assessment, treatme... Orthopaedics/Musculoskeletal Orthopaedics/Musculoskeletal Adult: ASC Fracture Paed: WC Paed Fracture Public: Eligible

Referred by:

*Referring Clinician: *Referring Facility: *Referring Unit:
Jernertest, Medical Officer P2 6 *Western Hosp [Footscray] External: Paper/Fax/Email

Referring Clinician Details:
Business Address:
Business Phone: Email:
Medicare Provider #:

Referred to:

*Referred to: Referral Appointment Type: Schedule To Facility: VINAH - First Appt Notified Date: Booking Notes: Recommending Date: Ready to Schedule:
Adult: Phong Tran Paed: Chris Harris

19. Click Complete



20. A pop-up will appear confirming you have added a FIN

Number for this referral.

21. Click OK – the patient is now on a list to be triaged.

22. If required, print a letter for this patient indicating that their

referral has been sent to triage. Follow QRG '**Patient**

Correspondence – Letter Printing/BING' to print this letter.

Referral Add/Modify



The following WHS Footscray Hospital aliases have been assigned for ZZZTEST, CHRIS :

FIN NBR: 20004551
Visit Id: 100905605

OK



Important –

- This process does not involve scheduling the appointment. This process sends the referral to the triaging team to schedule accordingly. The patient will be notified of the outcome via mail or SMS.



Handy Hint –

- Click in a date box and press 'T' for Today on your keyboard to insert the current date.