FirstNet – Clerical -**Outpatient Appointment Adult/Paed**



Digital Health Quick Reference Guide

🔄 🔠 🛞 🖻

This Quick Reference Guide will explain how to:

Schedule an Outpatient Appointment for patients on whom an order has been placed in the Emergency Department.

- 1. Open Schapptbook
- 2. Open Request List Inquiry

								Scha	pptbo	ok :
he	duling	ı: Sche	eduling	ј Аррс	ointmo	ent Bo	ok			
6	Edit	Vie	w H	elp						
ľ		Pa	M	•	٢	곕	20		麵	×*****
Ba	ack -	₽	- \$) 🔓	ł		-	a 8	3	

Request List

💾 Sc Task -

> Inquiry: Referrals Add Encounter v Request List Queues v ED Booking List Find Close Clear

ED Bookings List

In the Request List Queues drop-down, select

3. In the Inquiry drop-down, select Referral Add Encounter

- 5. Click Find
- 6. Locate the patient on the list

Action	MRN	Patient Name	Date of Birth	Date	Referring Clinician	Contact Details	Proposed Urgency	Referred To Facility	Referral To Clinician	Reason for Referral	Appt Type	Orders
Book	2000476	INTEGRATIONTESTTHREESC, SCENARIONINE MS	30/06/1997	21/02/2023 - 4:09 PM		q3r4		Footscray		est	Fracture New	Orthopaedic Fracture OP Referral
Book	2000515	INTEGRATIONTESTTHREESC, SCENARIONINEB MR	01/01/1990	22/02/2023 - 9:14 AM		123		Footscray		test	Orthopaedic New	Orthopaedic OP Referral
Book	2000286	INTEGRATIONTESTTHREE, WCSIX MRS	10/10/2000	23/02/2023 - 9:06 AM		123		Sunshine		123	ED Plastics New	Plastic & Reconstructive Surgery (PRS) En
- C - C - C - C - C - C - C - C - C - C	0000.000	10 0 0 0 0 0 00	0.000									
Book	10023396	TESTPAS, EISHA	01/01/1990	23/06/2023 - 2:54 PM		dgd		Sunshine		ďđ	Plastics Surgery New	Plastic & Reconstructive Surgery (PRS) C
DOOK	2001300	TESTING, CORRESPONDENCE INS	01/01/1550	27/00/2023 - 10.33 PM		12040		Sunsnine		Iorinvo	Flastics Surgery Ivew	Flastic & neconstructive Surgery (FILS) Of
Book	2001039	Supertraining, Clerical MRS	10/10/1988	30/06/2023 - 11:34 AM		1111		Sunshine		chin lac	ED Plastics New	Plastic & Reconstructive Surgery (PRS) Er

7. Right click on patient and select Schedule



8. The Appointment Attributes window opens.

> The Reason for Visit, Mode of Contact and Interpreter populate from the referral order. Select OK.







of No Sh

of f

Itineraries Locks Eligibility Bookin

View Modify Set Enc

- 9. Click on Primary Resource
- 10. Drag and drop the appointment into the open slot for the correct date and time the appointment needs to be scheduled.

	Work in progress:	
	- 😰 Supertraining, Clerical MRS	Schedule
Move P		Confirm
Next		Record
Clear	😥 – 🛠 Primary Resource	Necui
ANR		Suggest
		Request
~		Insert
Resource		_
H ED [1]		^
Supertraining, Clerical MRS	SH ED Plastics	
ED Plastics New chin lac		
<u>,</u>		

rtraining, Cl.

Yes

erson Name upertraining, Clerical MRS

Supertraining, Clerical I

Supertraining, Clerical I

Supertraining, Clerical I

Supertraining

Supertraining

F; 34 year

Party Printing

Summary General Offer Resource View Guide

Enc Typ

Mobile Ph

Confirm

- 11. Select Confirm.
- 12. Select **Yes** to Send to Third Party Printing field
- 13. Click OK

						œ	j)
14.	In	the	Encounter	Selection window,	select Add	Enc	IN PE

FIN NBR	Enc Type	Disch Date	Admit Type	Facility	Nurse Unit	Encounter Prsnl	Provider Name	Reg
IPE75376188	Inpatient	06/06/2023 - 4:00 PM	Matemity	Sunshine	S INVALID ADM	Treating Dr	Blue, Team	06/0
21001012	Outpatient	26/05/2023 - 11:59 PM		Sunshine	SJK MAC 1	Treating Dr	Posma, Elske - SMO	25/0
NVE72001039	No Visit	28/04/2023 - 1:03 PM		Footscray	NOVISIT			28/0

Co

- 15. Select Yes to 'ls this a waiting list encounter?'
 15. Select Yes to 'ls this a waiting list encounter?'
 15. Is this a Waiting List encounter?
 16. If the Available Conversations window
 - Available Conversations
 X
 Please select the conversation you would like to use:

 Referral Add/Modify
 zz Data Migration

appears, select Referral Add/Modify.

If it doesn't appear move to the next step.





- 17. In the Select Episode window, click Add Episode
- 18. Select the correct New Episode Type and Click OK

Note:

Appointment Type	Episode
ED Paediactric Virtual Review	Specialist Clinics (OP)
Fever Assessment	Referral OP – Non-Reportable
ED Plastics New	Specialist Clinics (OP)

New Episode		
escription of New E	Episode	
ype:		
(***) 		
Diagnostics - Specialty Referral OP - Non-Rep Specialist Clinics (OP)	ortable	
	OK	0

19. Select the episode that has just been created. Ensure the episode selected has the correct date and time, and your username as the creator. Click **OK**.

Name			Туре		Created	Creator	Last Reg [Date	Registrar	Episode	End Date	Referring	Facilit
VSPE	C95822		Specialist (Clinics (OP)	30/06/2023 13:17	7 P2CLERK1				31/12/21	00		
VSPE	tached en	ncounters)	Specialist	Clinics (OP)	25/05/2023 12:31		25/05/2023 06/06/2023	3 13:35 3 15:26	PZCLERKT	31/12/21	00 11:00	Other	
t hoounter	19)												,
icounter	rs: Type R	leg Date	Dsch Date	Registrar	Reason For Visit	Med Svc Clie	ent Facility	Buildin	g Nurse Uni	t Room	Bed At	tending Doc	tor l
counter	rs: Type R	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc Clie	ent Facility	Buildin	g Nurse Uni	t Room	Bed At	tending Doc	tor I
: ncounter Fin Nbr	rs: Type R	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc Clie	ent Facility	Buildin	g Nurse Uni	t Room	Bed At	tending Doc	tor I
in Nbr	rs: Type R	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc Clie	nt Facility	Buildin	g Nurse Uni	t Room	Bed At	tending Doc	tor I
r ncounter Fin Nbr	rs: Type R	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc Clie	nt Facility	Buildin	g Nurse Uni	t Room	Bed At	tending Doc	tor I

- 20. Click on Referral and Encounter Info tab.
- 21. Verify information auto-filled from referral order is correct.

All And at long	ferral Add/Modify										- 0
At Andrew Bit Bits See and Marcin See and See and See and See and See and See and See											
And the set of the set	(Number:										
Name Name<	,01039										
nt hand net hand n							5. S.				
Lipetanian Lipetanian Lipetanian Midata Phone	at Name:	First Name:	Middle Name:	Title		Sex:	Date of Birth:	Age:	Medicare Status:		
Addees in hear being of an information of a final decount of a final d	ipertraining	Clerical		MRS		Female	10/10/1988	34Y	Not stated/unknown		
Notice 100 Notice 100 Notice 100 <td>edicare Number:</td> <td>Medicare Expiry Date:</td> <td>Arrival Comment:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	edicare Number:	Medicare Expiry Date:	Arrival Comment:								
Nickel 20 Nickel			·								
VERSURE Version 1000 Version 1000 Version 1000 Version 1000 Version 1000 <td>N (Visit #):</td> <td>Referral ID:</td> <td>Referral Data Set:</td> <td>Encounter Data Set:</td> <td></td> <td>Episode Type (Program):</td> <td>Referral Encounter ID:</td> <td>Launchen</td> <td></td> <td></td> <td></td>	N (Visit #):	Referral ID:	Referral Data Set:	Encounter Data Set:		Episode Type (Program):	Referral Encounter ID:	Launchen			
eee statematies Perent and Roomer Wells Perent Automised Representatives Nets and Automised Representatives Network Perent Perent Perent Network Perent Perent Perent Network Perent Perent Network Perent Perent Perent Network Perent Peren		VSPEC95822	VINAH 18 (2023-2024)	VINAH 18 (2023-2024)		Specialist Clinics (OP)			~		
**Referral Add Type **Referral Cascies Date **Det on Referral Waining Start Date Referral Type The Hosp Tanegary, Paperant **Referral Length. Referral L	ent Information Referral and Encour	inter Info Portal Authorised Repres	entatives Notes and Alerts								
New Referred 00/06/2023 <td>Referral Add Type:</td> <td>*Referral Received Date:</td> <td>*Date on Referral:</td> <td>Waiting Start Date:</td> <td></td> <td>Referral Type:</td> <td></td> <td>*Referral Length:</td> <td>Referral Expiry Date:</td> <td></td> <td></td>	Referral Add Type:	*Referral Received Date:	*Date on Referral:	Waiting Start Date:		Referral Type:		*Referral Length:	Referral Expiry Date:		
Wild Lis Statu: Repetited Repetited <td>New Referral</td> <td>30/06/2023</td> <td>30/06/2023</td> <td>* [++/++/+</td> <td>$\left[\frac{A}{\Psi}\right]\Psi$</td> <td>Internal ~</td> <td>This Hosp Emergency Departmen</td> <td>3 Months</td> <td> ✓ 31/12/2100 </td> <td>0.</td> <td></td>	New Referral	30/06/2023	30/06/2023	* [++/++/+	$\left[\frac{A}{\Psi}\right]\Psi$	Internal ~	This Hosp Emergency Departmen	3 Months	 ✓ 31/12/2100 	0.	
Walk List Christianic Proposed Priority: Merinal Status Priority Date: *VMUAH - Referinal Locacione Merinal Accepted Date: Image: Inclinical Review Date: Beech Date: Repeated de la Christiani (Info) Basic Status Basic Status Merinal Accepted Date: Image: Inclinical Review Date: <											
Request to indice Park Referent Details Referent Details <td>Vait List Status:</td> <td></td> <td>Proposed Priority:</td> <td>Referral Status/Priority Date:</td> <td>-</td> <td>*VINAH - Referral In Outcome:</td> <td>Referral Accepted Date:</td> <td>Last Clinical Review Date:</td> <td>Breach Date:</td> <td>A</td> <td></td>	Vait List Status:		Proposed Priority:	Referral Status/Priority Date:	-	*VINAH - Referral In Outcome:	Referral Accepted Date:	Last Clinical Review Date:	Breach Date:	A	
Refer Details	lequested	Schedule Appt - Urgent < 30 Day	Urgent (Specify in additional info)	30/06/2023		Referral Accepted - New Appointr V	() () () () () () () () () () () () () (• •/•/••		
Saudhy *Bason for Volice Disgravity, assessment, trateman, Plantic Surgary Alder Taylor, and	Referral Details										
Sinchine Indiana Referring facility Referring facility <td>acility:</td> <td>*Reason for Visit:</td> <td>Virkent - Referrat in Reason:</td> <td>In Referrer In Stream</td> <td></td> <td></td> <td></td> <td></td> <td>Passonin Saint</td> <td></td> <td></td>	acility:	*Reason for Visit:	Virkent - Referrat in Reason:	In Referrer In Stream					Passonin Saint		
Referred by: *Referring Clinician Connected. Medical (Cline R) Referring Clinician Details Referring Clinician Details Referred to: *Referred to: *R	sunshine 😪	chin lac	Diagnosis, assessment, treatme	Plastic Surgery		Plastic Surgery	ASC Plastics Emergency	Injuries to hand	Public: Eligible	-	
Refering Onician *Refering facility: Refering Unician Cameneted, Model Officer PL Torestrocy Hoop Emergency - General Presentation Refering Onician Immegnician Immegnician Refering Onician Refering Onician Immegnician Refering Onician Refering Appointment Type Schedula To Scilly: Immegnician Refering Onician Immegnician Immegnician Immegnician Refering Onician Immegnician Immegnician </td <td>Aeferred by:</td> <td></td>	Aeferred by:										
Intering function Meeting function Technolog function Generate Media Officer P1 (C) Technolog function Technolog function Reference Media Officer P2 (C) Technolog function Technolog function Reference Media Officer P2 (C) Reference Media Procession Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Technolog function Technolog function Technolog function Reference Media P2 (C) Reference Media P2 (C) Technolog function Te	Defension (Texation	AD Access Freedom	Reference their								
Referred Cancing Dates Referred Cancing Dates Referred States Referred States Referred Appointment Type * Schedule To Facility Referred States Referred Appointment Type * Schedule To Facility Referred States Referred Appointment Type * Schedule To Facility Referred States Referred Referred Appointment Type * Schedule To Facility Referred Referred	Cemertest Medical Officer P2 1	*Footscray Hosp	Emergency - General Presentation	1							
Referred To:											
Referred to:	eterring Canician Details: Business Address: Business Phone: Email: Medicare Provider #:										<u>_</u>
*Referend to: Referral Appointment Type: *Schedule To Facility: Tier 2 Code: VINIAH - First Appt Notified Date: Suppress Patient Letter? Booking Notes: Recommending Date: Ready to Schedule Vinia Vinia <t< td=""><td>Aeferred to:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Aeferred to:										
Chek Wa Ting - SMO (Details New v Sumhine v) (mmmm () v v) v (mmmm () v) (mmmm	Referred to:	Referral Appointment Type:	*Schedule To Facility	Tier 2 Code:		VINAH - First Apot Notified Date:	Suppress Patient Letter?	Booking Notes:	Recommending Date:		
Ready to Schedule Ver. Contact Provider	Choi, Wai Ting - SMO	ED Plastics New	 ✓ Sunshine 			••/••/••• () +	· · · · · · · · · · · · · · · · · · ·	1		÷	
Neady to scheduler Ver							7				
Contact Provider - I different than current facility	eady to Schedule:										
Contact Provider - if different than current facility	<u> </u>										
Contact Previden	ontact Provider - if different than cur	ment facility									
	Jontact Provider:	1									
	¥										

22. Complete all mandatory fields

23. Click Complete



• • • • • • • • • • • • •	ED Plastics New	ED Paediactric	Fever Assessment
Appointment Type		Virtual Review	
Referral Add type	*New Referral	*New Referral	*New Referral
Referral Received Date:	Date of ED presentation	Date of ED presentation	Date of ED presentation
Referral Type	Internal	Internal	Internal
Referral Source	This Hosp Emergency	This Hosp Emergency	This Hosp Emergency
	Department	Department	Department
Referral	Schedule Appt	Schedule Appt	Schedule Appt
Status/Priority:	Urgent < 30 Days	Urgent < 30 Days	Urgent < 30 Days
Reason for Visit	Populated from	Populated from	Populated from
	order / free text	order / free text	order / free text
VINAH - Referral in Reason:	Diagnosis, assessment and	Diagnosis, assessment and	Not required
	treatment	treatment	
Referral in Stream:	Plastic Surgery	General Medicine	Not required
Referral Episode	Plastic Surgery	General Medicine	Infectious Diseases
Stream:			Non-Reportable
Specialty:	ASC Plastics	ED Paediactric	FA Fever
	Emergency	Virtual Review	Assessment
VINAH Health Condition:	Select most appropriate for	Select most appropriate for	No Required
	injury	injury	
Account Class	Select patients'	Select patients'	Select patients'
	compensable status	compensable status	compensable status
Referring Clinician	ED requesting	ED requesting	ED requesting
-	clinician	clinician	clinician
Referred to	Cheng Lo	Zhao Tham	Marion Kainer

24. A pop-up will appear confirming you have added a FIN Number for this referral.

	Referral Add/Mo	dify	×
	The following W SUPERTRAINING	HS Sunshine Hospital aliases have been assigned for , CLERICAL MRS:	
	FIN NBR: 210020 Visit Id: 10136591	39 5	
		ОК]
m	ed)		
	,	SUPERTRAINING, CLERICAL MRS	;

ED Plastics New chin lac

- 25. The patient's appointment will now appear white in a **Booked (Confirmed)** status.
- 26. List of all Clinics ED Clerical staff will book outpatients appointment in:

Appointment Type	Location	Resource
ED Paediactric Virtual Review	SH ED PAED	ED SH Paediatric Virtual
Fever Assessment	WTN FEVER ASSESSMENT	FA WTN Fever Assessment
ED Plastic New	Thursday - SH ASC P1 PLASTICS Wednesday – SH ASC P3 PLASTICS	PLAS SH ED