

## This Quick Reference Guide will explain how:

Referring Clinician; Make an Internal ED Consult order to a Consulting clinician based in ED.

Consulting ED Clinician: How to complete an ED Internal Consult order.

## Making the consult order

1. Navigate to the Quick Orders mPage in the patient chart to make the consult order.
2. Go to the Consults component to make your consult order (1). ACE, AOD, MH, EDOG and Paed SW will display. Select the order you require.

The screenshot shows the 'ED Doctor View' interface. The 'New Order Entry' panel is open, and the 'Consults' section is highlighted with a red box. The 'Consults' section lists several options: 'Consult to Medical Specialty (MO Use Only)', '4 ED', 'ED Internal Consult to ACE', 'ED Internal Consult to AOD', 'ED Internal Consult to MH', 'ED Internal Consult to EDOG', and 'ED Internal Consult to Paediatric Social Work'. A red circle with the number '1' is placed over the 'Consults' header. Another red circle with the number '2' is placed over the 'Add' icon in the top right corner of the interface.

3. Complete the mandatory fields and handover of clinical information and then submit the order by clicking on the cart icon (2)

Note: This consult order does not replace the verbal handover communication between clinicians.

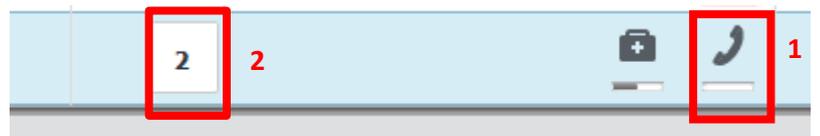
## Checking the order has been sent

1. Navigate to the Orders and Referrals section within the Table of Contents
2. Confirm that the consult order has been ordered within the consults section.

The screenshot shows the LaunchPoint interface for a patient named UNKNOWN, FEMALE MMMHK. The 'Orders and Referrals' section is selected in the left-hand menu. The main area displays a list of orders with columns for Order Name, Status, and Details. A red box highlights the 'Orders and Referrals' menu item. Another red box highlights a 'Consults' order in the list: 'Consult to Medical Speciality (MO Use Only)' with a status of 'Ordered'.

## For the clinician completing the consult

1. Locate your patient on LaunchPoint. You will see the telephone icon (1) when they have been referred to you:



2. Click on the task in the N task column (2).

- 3. Click ED internal consult and then the “**Document**” box to complete the time seen, including updating to the correct time if required:

