

# FirstNet – Medical Referrals to Outpatient Clinic



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Refer a patient to outpatient clinics including **Orthopaedic Fracture** and **Plastic Surgery** clinics

1. From LaunchPoint select your patient and click into the patient chart.

2. On **ED Doctor View** (1), select **Add Quick Orders** (2).

3. If you know the clinic name you can type it in **Search New Order** (3). A number of options will pop up below that you can select or if you press **Enter** a list will appear below with an **Order** (4) button to the right. When you click on **Order** the button will change to *Remove* and a number will be added to **Orders tray** (5).

4. If you do not know the name of the clinic or service to refer to you can browse clinic by clicking on **Public** (6), choose OP Referrals (New Appointment) and then choose Allied Health / Medical / Nursing / Paediatric etc. **PLEASE ENSURE YOU SELECT THE CORRECT CLINIC. IF YOU ARE UNSURE CHECK WITH THE RELEVANT TEAM PRIOR TO ORDERING. SELECTING AN INCORRECT CLINIC MAY LEAD TO A PATIENT BEING DELAYED OR LOST TO FOLLOW UP.**



5. For ED referrals to:
  - a. VFRAC – order **Orthopaedic Fracture/ VFRAC Emergency OP Referral**
  - b. PVFRAC – order **Orthopaedic Fracture/ VFRAC Emergency Paediatric OP Referral**
  - c. Plastic surgery – order **Plastic & Reconstructive Surgery (PRS) Emergency OP Referral**
  - d. Plastic Surgery Paediatric – order **Plastics & Reconstructive Surgery (PRS) Emergency Paediatric OP Referral**
  - e. SWIFT Clinic – Do not place an OP order, instead use the **ED Internal Consult to Paediatric Social Work**, available under *Consults* on the **Quick Order** page
  
6. Once all your referrals have been selected, click on your **Orders Tray (5)**, then click Sign, and then click on the order **(7)**. This will highlight the order in blue and a number of boxes in yellow will appear below **(8)** than needs to be completed before clicking **Sign (9)**.

The screenshot shows the 'Orders for Signature' interface. At the top, there is a table with columns for Order Name, Status, Start, and Details. A specific order is highlighted in blue, marked with a red '7'. Below this, the 'Details for Plastic & Reconstructive Surgery (PRS) Emergency OP Referral' form is displayed. This form contains several fields, some of which are highlighted in yellow and marked with a red '8'. These fields include: Referring Clinician, Referring Unit, Clinician Callback Number, Referred To (Named Referral), Reason For Referral, Diagnosis / Current Problem, Background / Assessment, Urgency, Preferred Site, Suggested Appointment Method, Interpreter Required, and Interpreter Language. At the bottom of the form, there is a 'Sign' button marked with a red '9' and a 'Cancel' button. A status bar at the bottom left indicates '7 Missing Required Details'.