Orders - Completing an Outpatient Referral, Review or Post-Discharge / Post-Op Order

Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Place an Outpatient Referral, Review, or Post-Discharge / Post-Op Order in EMR.

This QRG covers both an inpatient and outpatient workflow.

Definitions:

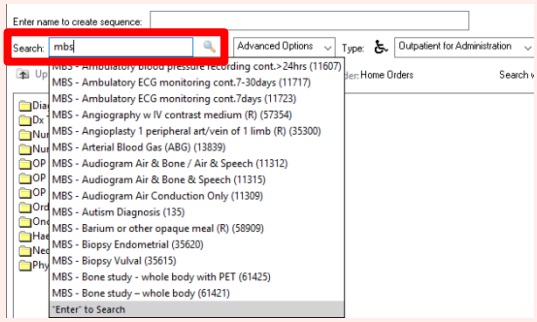
OP Referral Order – An order placed for a new appointment

OP Review Order- An order placed for a clinic return appointment. This order is only to be placed on the outpatient clinic encounter the patient was seen in.

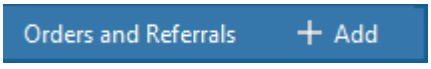
OP Ward Appt – Dept. Use only Order – An order placed for a patient that has been discharged from the ward and requires a review in clinic by same unit or the patient has had a procedure and requires a post op appointment

Handy Hint – MBS Billing Order

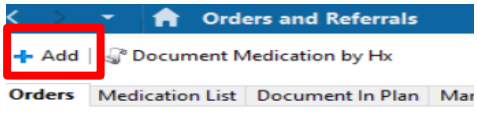
- MBS Billing Orders are also available in Orders and Referrals.
- Use the Search bar to look up the MBS Billing order, this corresponds to MBS code.



1. Select **Orders and Referrals** tab from the Table of Contents (TOC) menu.



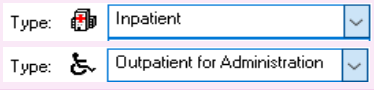
2. Orders and Referrals window opens. Click once on the **Add button.**



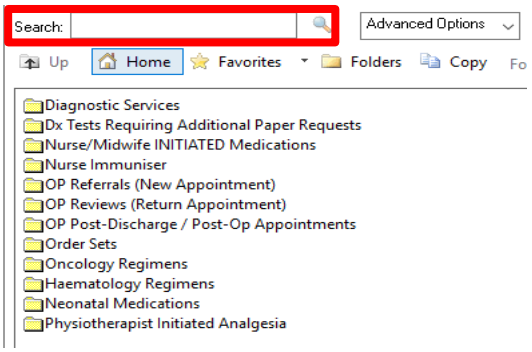
Important

Make sure to change ***Type:*** dependent on the setting required

- Inpatient setting ***Type:*** **Inpatient**
- Outpatient setting ***Type:*** **Outpatient for Administration**

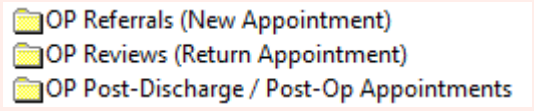


3. In the search bar, type the name of the referral or review order.



Handy Hint

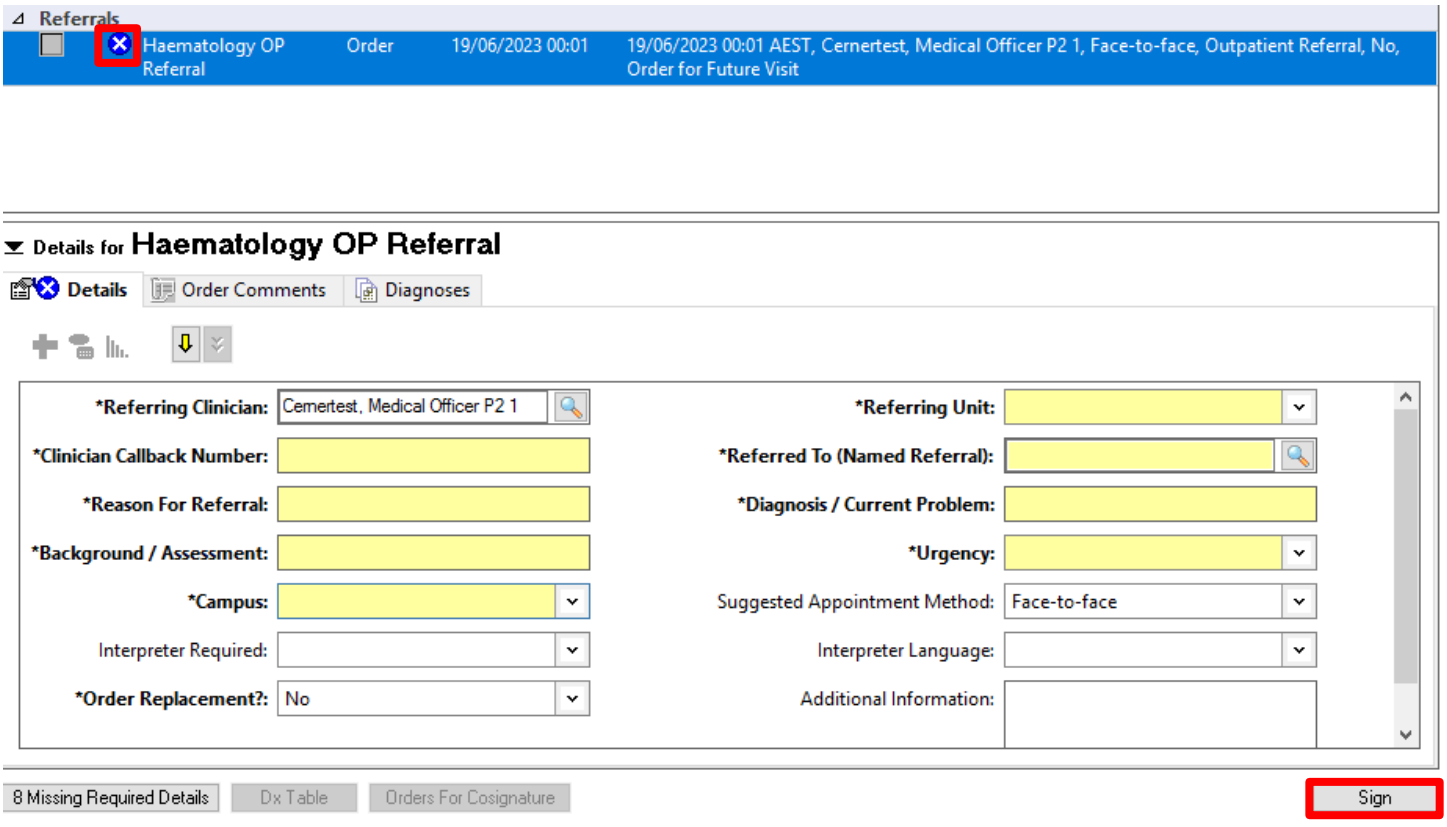
- If placing an Outpatient order, folders are available containing different referral/review orders.



4. Select the referral/ review/ post-discharge/ post-op order you want to make; in this example we are placing a Haematology OP referral. The referral details window will open. Complete the details required and Click on Sign.

Handy Hint

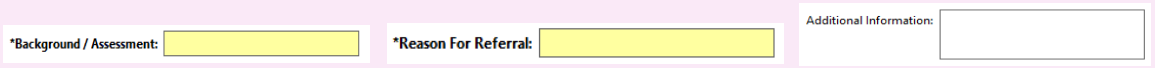
- The blue circle with white cross signifies additional information required



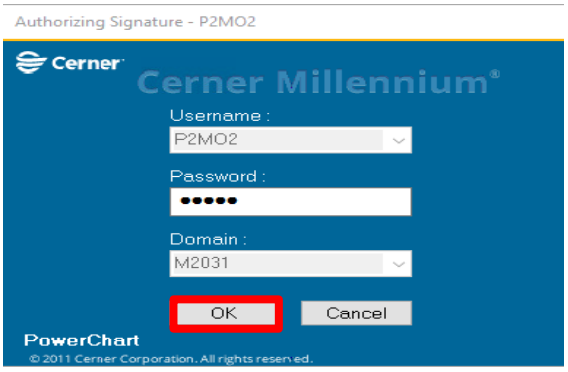
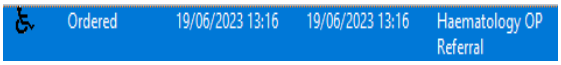
Important

- Any field that is highlighted in yellow is mandatory.
- Campus/ Preferred site filters to the location/s that the referral/review order is available.

- Any clinically relevant information will be entered in Background/Assessment and Reason for Referral/Review free text sections. If further information needs to be added, the Additional Information box is available.



5. The authorising window open, enter password and click **OK.**



6. Click on Refresh button to view that the order has been placed.