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



Digital Health 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.



Orders and Referrals

- 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.**



+ Add

0	Important Make sure to change <i>Type:</i> dependent on the setting required			
	 Inpatient setting <i>Type:</i> Inpatient Outpatient setting <i>Type:</i> Outpatient for Administration 	Туре: Туре:	ট উ	Inpatient Outpatient for Administration

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

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Handy Hint

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

- OP Referrals (New Appointment) OP Reviews (Return Appointment) OP Post-Discharge / Post-Op Appointments
- 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.

0	 Handy Hint The blue circle with white cross signifies additional information required 							
⊿ Refer	rals							
	Haematology OP Referral	Order	19/06/2023 00:01	19/06/2023 00:01 AEST, Cernertest, Medical Officer P2 1, Face-to-face, Outpatient Referral, No, Order for Future Visit				

▼ Details for Haematol	ogy OP Referral			
🖀 😒 Details 🛛 🕕 Order Com	ments 🕼 Diagnoses			
➡ 🖀 lh. 🔍 🎽				
*Referring Clinician:	Cemertest, Medical Officer P2 1	*Referring Unit:	×	^
*Clinician Callback Number:		*Referred To (Named Referral):]
*Reason For Referral:		*Diagnosis / Current Problem:		
*Background / Assessment:		*Urgency:	×	
*Campus:	×	Suggested Appointment Method:	Face-to-face 🗸	
Interpreter Required:	•	Interpreter Language:	~	
*Order Replacement?:	No 💌	Additional Information:		
				*
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	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.					
	*Campus: v *Preferred Site: v					
•	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.					
	Additional Information:					
	*Background / Assessment: *Keason For Keterral:					

5. The authorising window open, enter password and click $\ensuremath{\text{OK.}}$

Authorizing Signature - P2MO2								
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	M2031	~						
PowerChart		Cancel						
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& Ordered	19/06/2023 13:16	19/06/2023 13:16	Haematology OP Referral					

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

