

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



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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

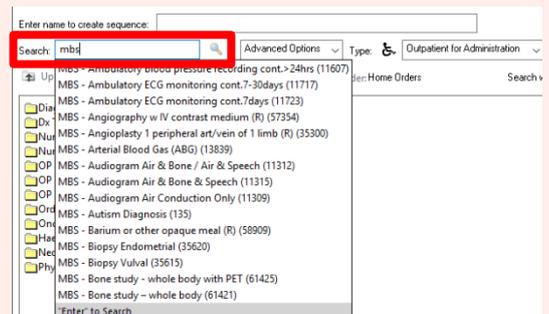
**OP Review Order**- An order placed for a clinic return appointment. This order is only to be placed on the outpatient clinic encounter the patient was seen in.

**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.

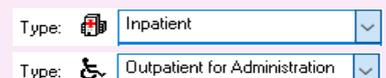
Orders and Referrals + Add



### Important

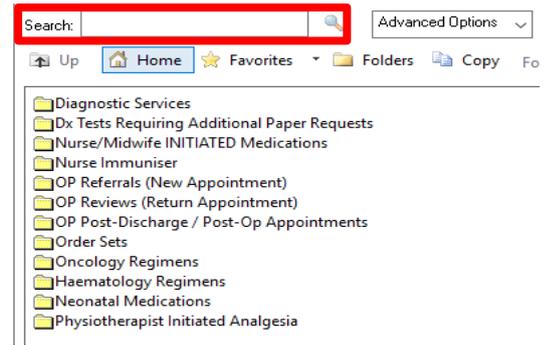
Make sure to change **Type**: dependent on the setting required

- 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**

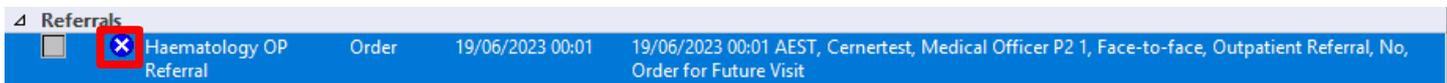
- If placing an Outpatient order, folders are available containing different referral/review orders.



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



**Details for Haematology OP Referral**

Details
  Order Comments
  Diagnoses

+

*Referring Clinician: Cemertest, Medical Officer P2 1	*Referring Unit: [Dropdown]
*Clinician Callback Number: [Field]	*Referred To (Named Referral): [Field]
*Reason For Referral: [Field]	*Diagnosis / Current Problem: [Field]
*Background / Assessment: [Field]	*Urgency: [Dropdown]
*Campus: [Dropdown]	Suggested Appointment Method: Face-to-face
Interpreter Required: [Dropdown]	Interpreter Language: [Dropdown]
*Order Replacement?: No	Additional Information: [Field]





**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:  \*Preferred Site:

- 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.

\*Background / Assessment:  \*Reason For Referral:  Additional Information:

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



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

	Ordered	19/06/2023 13:16	19/06/2023 13:16	Haematology OP Referral
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