

Orders – Referrals – Referring to Outpatient Medical/Surgical Clinics



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete an Outpatient (OP) referral order to Medical/Surgical clinics in EMR.

Definitions:

OP Referral Order: An order placed for


- A new appointment, or
- A patient who has been discharged from the ward and requires a review in clinic by same unit or
- A patient has had a surgical procedure and requires a post op appointment

OP Review Order: An order placed in clinic for a return appointment. This is covered in a separate QRG:


“Orders – Referrals – Request an OP Review appointment for a patient to return to clinic”


Ordering an Outpatient (OP) Referral order

1. Navigate to the **Orders and Referrals** section from the Table of Contents menu.

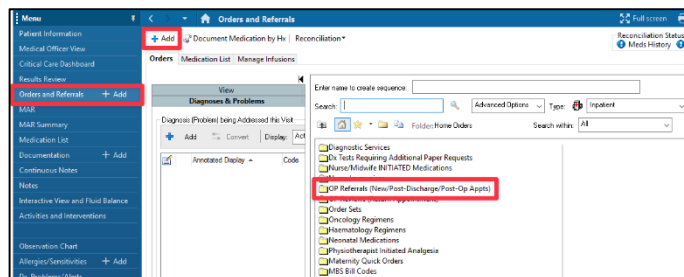
2. Click  **Add** button.

3. Navigate to

 **Home** >

 **OP Referrals (New/Post-Discharge/Post-Op Appts)**

and continue to the relevant folder.



Alternatively, use the search box to find the required order.




Important

Ensure the appropriate search filter is selected in the **“Type”** dropdown box :

- Ordering from Inpatient setting: **Inpatient**
- Ordering from Outpatient setting: **Outpatient for Administration**

4. Select the appropriate **OP Referral** order for the desired specialty.

e.g.  **Breast Surgery (GBS) OP Referral**



5. Complete the mandatory fields on the “Details” tab

Clinical Information field:

- **“Provided via Order Comments tab”** :
Navigate to “Order Comments” tab to provide additional information
- **“N/A same team follow-up”** :
Ensure there is adequate information in the EMR (e.g. Discharge summary) for the clinicians in the clinics

- For **other referrals (e.g. to a new specialty/service)**
 - **Continue to Step 6**
- For **Post-Discharge Follow-Up by same team** and **Post-Op Follow-Up referrals**
 - **Skip to Step 8**

6. Click **“Order Comments”** tab (adjacent to the “Details” tab)

7. Provide additional, relevant clinical information in the text field.

Information from elsewhere in the EMR (e.g. Results Review, Radiology Reports) can be entered into this section by copying and pasting.

8. Click **Sign** and complete the Authorizing Signature step.

9. Return to **Orders and Referrals**. Click Refresh and confirm the referral order has been placed in the system.



When will the triaging clinicians receive my referral?

The referral does not appear immediately on the triaging list of the receiving unit. Initial administrative steps by clerical and nursing staff are required. Expect some delay between placing the referral and the triaging clinicians receiving the referral.