

Scheduling and Referrals – Allied Health Modify Treating Clinician for ABC



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

Modify and update the treating clinician in Scheduling Appointment Book so that this corresponds to the relevant clinician in ABC. The default will be that admin will use the Senior Therapist for each service (unless clinician is specified during triage)

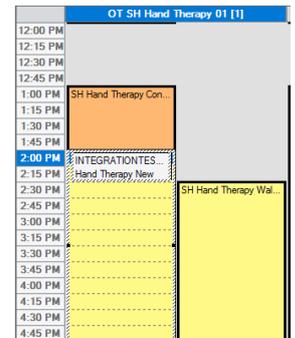


Important

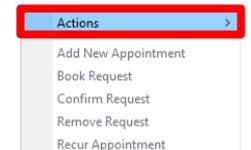
For this to transfer to ABC, this process must be completed within 72 hours of the patient being Checked Out. The recommendation is to complete this at the end of each clinic session/ day to avoid this being missed

Modify Treating Clinician in Scheduling Appointment Book

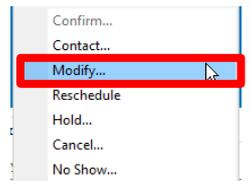
1. In Scheduling Appointment Book, go to the resource you need to update and right click on the patient



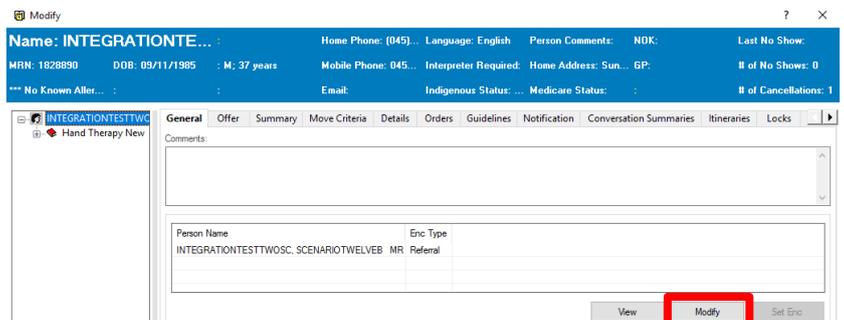
2. Hover over **Actions**



3. Select **Modify**



4. The Modify Window, will open, select **Modify**





5. In the Referral Add/Modify window, click on the **Referral and Encounter Info** tab

The screenshot shows a form with the following fields:

- Last Name: INTEGRATIONTESTTWOSC
- First Name: SCENARIOTWELVEB
- Middle Name: (empty)
- Medicare Status: (dropdown)
- Medicare Number: -
- Medicare Expiry Date: **/**/****
- FIN (Visit #): 21001972
- Referral ID: VSPEC94221
- Referral Data Set: VINAH 18 (2023-2024)

At the bottom, the 'Referral and Encounter Info' tab is highlighted with a red box.

6. Scroll down to the section **Referred to:**
Click on the magnifying glass next to **Referred to:**

The screenshot shows the 'Referred to:' section with a search icon (magnifying glass) highlighted by a red box next to the text 'Cernertest, Medical Officer PT'.

7. In the Provider Selection window, **search for your name**, select and then click OK

The screenshot shows the 'Provider Selection' window with the following fields:

- Last name: cerner
- First name: (empty)
- Suffix: (dropdown)
- Title: (dropdown)
- Alias: (empty)
- Alias type: (dropdown)
- Username: (empty)
- Search By: Internal (selected), External
- Limit by group, organization, position, relationship: (all unchecked)
- View physicians only: (checked)

The 'Search' button and the 'OK' button at the bottom are highlighted with red boxes.

Name	Organizations	Aliases	Positions
CERNER, CERNER	Demo 2 Hospital...		DBA P1
Cernertest, Allied Health - Physiotherapist P...	WHS Footscray ...	Allied Health - Physi...	
Cernertest, Medical Officer - Anaesthetist P...	WHS Footscray ...		Medical Officer - An
Cernertest, Medical Officer - Anaesthetist P...	WHS Footscray ...		Medical Officer - An
Cernertest, Medical Officer - Anaesthetist P...	WHS Footscray ...		Medical Officer - An
Cernertest, Medical Officer - Anaesthetist P...	WHS Footscray ...		Medical Officer - An
Cernertest, Medical Officer - Anaesthetist P...	WHS Footscray ...		Medical Officer - An

8. **Referred to:** will be updated to your name

The screenshot shows the 'Referred to:' section with the text 'Cernertest, Allied Health - Phys' highlighted by a red box.

9. Click **Complete**

The screenshot shows a button labeled 'Complete'.

The Treating Clinician has now been updated