Scheduling and Referrals Closing Referrals



Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Close patient referrals.

When an outcome of 'Discharged from consultant's care' or 'Referral Renewal' is selected by the clinician for a patient's appointment, that referral falls on the Referral Closure worklist.

1. Open PMoffice

2. From left hand side Worklist section, double click on Referrals Closure

Worklist					
2	Clinician Not In Database				
£	Interpreter Required				
<u>8</u>	List - Patient Referrals				
2	List - Referral Encounters				
2	MBS Consent				
2	Mode of Transport				
2	Past Due Arrivals				
2	Referrals - 30 Days to Breach Dt				
2	Referrals - Appts Past Expiry Date				
£	Referrals - Clinical Review Required				
	Referrals - Closure				
	Referrals - Encntr Deferred Twice - Pat				

3. Select Specialty and click OK

Facility Available:		* Selected:	
→	Copy > Select All	Footscray Sunbury Day Sunshine Williamstown	
Specialty From available:		* Selected:	Ski
AH Physio Gym AH Poychology Complex Medicine AH Psychology Oncology AH Psychology Renal AH Social Work Oncology	Move > Select All	AH Physiotherapy	



4. Right click on patient to triage and select Referral Closure

URN	Patient Name		DOB	Sex
2000492	INTEGRATIONTESTTHREESC, SCENARIOTWENTYFIV	С	orrections - OP,	/VINAH
		R	eferral Closure	

5. Discharge (Referral Closure) Date and Time, Discharge Disposition and Referral End Reason fields autopopulate, can be changed if required. Click **OK**.

Referral Closure								-	٥
UR Number	Name:	Birth Date:	Sec						
2000492	INTEGRATIONTESTTHREESC, SC	09/03/1985	Female						
FIN (Visit #):	Referral Data Set:	Encounter Data Set:	Closure Data Set:	Episode Type (Program):	Referral ID:				
21000175	VINAH 17 (2022-2023) V	VINAH 17 (2022-2023) V	VINAH 17 (2022-2023) V	Specialist Clinics (OP)	V-SPEC66422				
losure									
Facility:	Building:	Ward/Unit:	1						
Footscray	FH OP	FH AH PHYSIO							
Visit Type:	Referral Status:	Referral Status/Priority	Referral Received Date:	VINAH - Referral In Outcome:	Referral Accented Date:	Referral Date:	Waiting Start Date:		
Referral V	Removed	Schedule Appt - Routine < 90 Day ~	22/02/2023	Referral Accepted - New Appointr	22/02/2023	22/02/2023	22/02/2023		
Last DNA Date:	Breach Date:	1							
22/02/2023 v V	- <i>T</i> - <i>T</i> - <i>T</i>								
- VINAH Information									
VINAH - Referral Out Date:	VINAH - Referral Out Service:								
••/••/••••	~]							
Referred From:	Referred to:	VINAH - Episode/Stream:	Specialty:						
Cernertest, Medical Officer P2 3	Fraser, Darren - PHYSIO	Physiotherapy V	AH Physiotherapy						
* Discharge (Referral Closure) Date:	* Discharge (Referral Closure) Time:	* Discharge Disposition:	* Referral End Reason:	VINAH - Evolude Reason:					
23/02/2023	13:49	*Discharge To Home, Nursing Ho	Closed]				
Descention									
Deceased Information									
Deceased Flag:									
NO									
New Referral Comments									
									^
Existing Referral Comments:									
Waiting, Conversation, P2CLERK3, 22, Referring Clincian Contact Details: 12	//02/2023 11:36:52 AM								
Including called an contact because re-									
									~
								ок	Cance
							000100	K1 M2021 12	(06/2022 1)
.ay							PZCLER	xi m2051 13/	/00/2023 15

