

Scheduling and Referrals – Closing Referrals

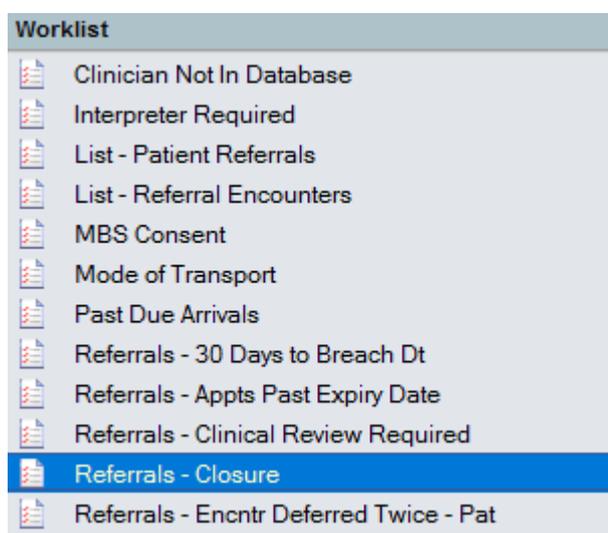


This Quick Reference Guide will explain how to:

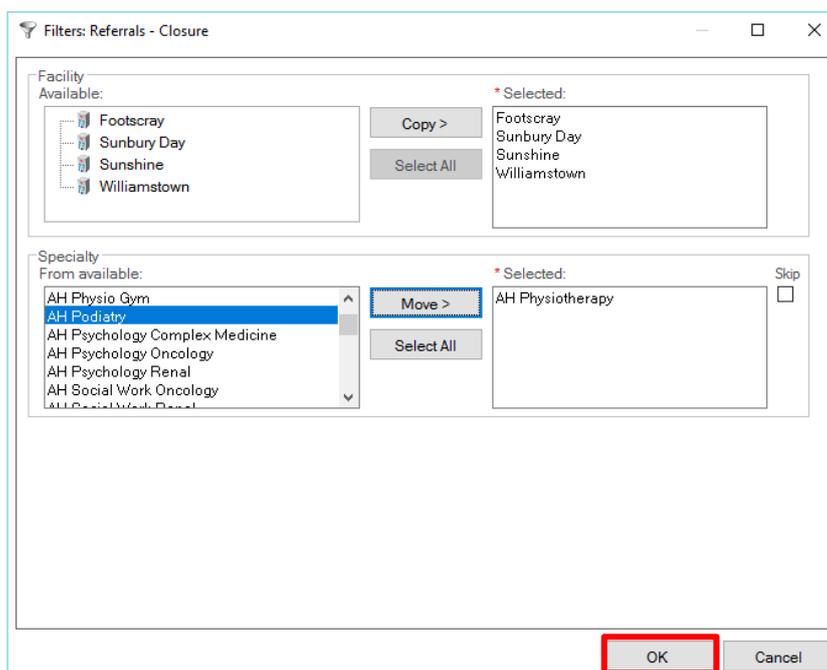
Close patient referrals.

- ❖ 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**

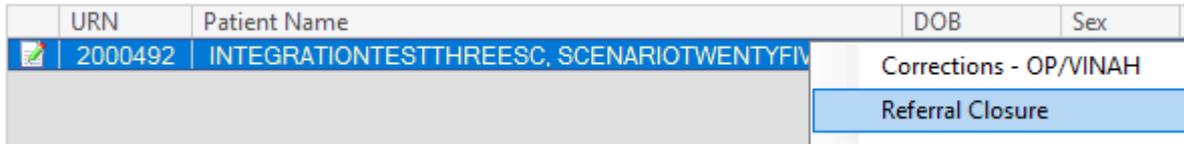


3. Select **Specialty** and click **OK**





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



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

Referral Closure

UR Number: 2000492 Name: INTEGRATIONESTTHREESC, SC... Birth Date: 09/03/1985 Sex: Female

FIN (Visit #): 21000179 Referral Data Set: VINAH 17 (2022-2023) Encounter Data Set: VINAH 17 (2022-2023) Closure Data Set: VINAH 17 (2022-2023) Episode Type (Program): Specialist Clinics (OP) Referral ID: V-SPEC66422

Closure

Facility: Footscray Building: FH OP Ward/Unit: FHH PHYSIO

Visit Type: Referral Referral Status: Removed Referral Status/Priority: Schedule Appt - Routine < 90 Day Referral Received Date: 22/02/2023 VINAH - Referral In Outcome: Referral Accepted - New Appoints Referral Accepted Date: 22/02/2023 Referral Date: 22/02/2023 Waiting Start Date: 22/02/2023

Last DNA Date: 22/02/2023 Breach Date:

VINAH Information

VINAH - Referral Out Date: VINAH - Referral Out Service:

Referred From: Cementest, Medical Officer P2 3 Referred to: Fraser, Darren - PHYSIO VINAH - Episode/Stream: Physiotherapy Specialty: AH Physiotherapy

* Discharge (Referral Closure) Date: 23/02/2023 * Discharge (Referral Closure) Time: 13:49 * Discharge Disposition: * Discharge To Home, Nursing Ho * Referral End Reason: Closed VINAH - Exclude Reason:

Deceased Information

Deceased Flag: No

New Referral Comment:

Existing Referral Comments: Waiting, Conversation, P2CLERK3, 22/02/2023 11:36:52 AM Referring Clinician Contact Details: 123

Ready P2CLERK1 | M2031 | 13/06/2023 | 15:53



Handy Hint

If a referral is being closed as it was created in error, please select appropriate **VINAH – Exclude Reason**.

