Scheduling and Referrals -Outpatient Case Conference (Multiple Clinicians 1 Appointment)

This Quick Reference Guide will explain how to:

Schedule an outpatient multidisciplinary case conference (MDCC) appointment, where multiple clinicians are present for one appointment.

2000470

Book

Book

Book

Book

- 1. Open Scheduling Appointment Book.
- 2. From the top tool bar, click on the **Appointment Inquiry** button.
- From Request List tab, select Inquiry: Referrals Add Encounter and Request List Queue: AH WC MDCC Infant Care. Click Find.
- Patients for whom MDCC referral orders have been placed by the clinician (Multidisciplinary Case Conference Infant Care OP Referral) appear on this request list.
 - Right click on the patient to book their appointment and select **Schedule**.

Hold... Cancel... No Show.. Check In... Check Out... Patient Seen... Sched Next OP Appt. Batch Reschedule Group Info... Verify... Med Nec Check... Lock... Unlock.. Add New Appointment Complete Request... Modify Request... Move Request... Cancel Request... Restore Request..



30/00/133/

Confirm.

Contact...

Modify...

Reschedule

22/12/2023 - 3.231

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📛 Scheduling: Scheduling Appointment Book

Edit View Help

JUEINARIUMINE

Task

INTEGRATION (ESTIMATES)

1828875 Integrationtesttwosc, Scenarioseven MISS

1828875 Integrationtesttwosc, Scenarioseven MISS

2000438 INTEGRATIONTESTTHREESC

1613161 Testwhs, William_Medorder MR

2001082 Anzics, Simple MS



Schedule



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Quick Reference Guide



Appointment Attributes			?
INTEGRATIONTESTTHREESC, SCEN4	Details Orders Move Criteria Resource List Guidelines Appointment Eligibility		
MDCC Infant Care	INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS	*Referring Clinician:	
		Cemertest, Medical Officer P2 1	
	Multidisciplinary Case Conference (MDCC) Infant Care OP Referral	*Referring Unit:	
		Emergency - General Presentation	~
		*Clinician Callback Number:	
		123	
		Referred To (Named Referral):	
			9
		★Reason For Referral:	
		test	
		*Diagnosis / Current Problem:	
		est	
		*Background / Assessment:	
		est	
		*Urgency:	
	Optional Search Existing Orders Privileges AOS Required Planned Procedures	Routine	~
		*Preferred Site:	
		Joan Kimer	~
		Suggested Appointment Method:	
		Facetoface	~
		Interpreter Required:	
			~
		Interpreter Language:	
			~
		★Order Replacement?:	
		No	~
		Additional Information:	
< >			

6.	To select resources for	Books Appointment						
	the appointment, , click	Person name: INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS			^			
on the three dots next								
	to Primary Resource							
	✓ ✓ ﷺ*Second Resource:							
		«All Resources»						
		Prompting Resource Help		×				
Select the resource needed and click OK								

Repeat Steps 6 and 7 to select Second, Third, Fourth and Fifth resources as required



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Schedule

Confirm

Recu

 Once all resources have been selected, click Move

Books Appointment	
INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS	 Move 🕨
<u>ADD SJK MDCC 01</u>	 Next
∠ ∑r©*Second Resource:	 Clear
NPSYCH SJK MDCC 01	 Aļlergies

 From the Work in progress window, click on the **Primary Resource** and Drag and Drop into the required appointment slot



9. Patient will now appear in the appointment slot in a Pending status



- 10. Click Confirm
- **11.** The confirm window will appear, complete the mandatory fields and click **Set Enc**



12. Click Add Enc

Work in progress

□- C INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS □- ◆ MDCC Infant Care (Thursday, 02/03/2023)

Current Schedule



Add Episode OK

Cancel

15. Select Specialist Clinics and click OK

🛃 New Episode	×
Description of New Episode	
Туре:	
Specialist Clinics (OP) V	
OK Cancel	

 Select episode that has just been created (it falls at the top of the list - can confirm through your name in the Creator column), and click OK Select Episode - [INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS]

Enisodes Name Last Reg Date Registrar Episode End Date Referring Facility Attending Physician Service Category Туре Created Creator VSPEC90381 V-SPEC70921 V-SPEC69461 Specialist Clinics (OP) 21/03/2023 09:35 P2CLERK1 31/12/2100 11:00 Specialist Clinics (OP) 07/03/2023 14:55 P2CLERK1 31/12/2100 11:00 Other 15/06/2023 14:24 P2RN2 (Unattached er unters) Fin Nbr Type Reg Date Dsch Date Registrar Reason For Visit Med Svc Client Facility Building Nurse Unit Room Bed Attending Doctor Fin Class Bound Bound By Program Service Add Episode OK Cancel





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17. From the Referral and Encounter Info tab, complete all mandatory fields, and click **Complete**

UR Number: 2000438								
Last Name: INTEGRATIONTESTTHREESC Medicare Number:	First Name: SCENARIOFIVE Medicare Expiry Date: "/"/"	Middle Name:	Title: [MRS	Sex: Female	Date of Birth: 07/07/1397 🗇 👻	Age: [25Y	Medicare Status: Not stated/unknown	
FIN (Visit #):	Referral ID: VSPEC90381	Referral Data Set: VINAH 17 (2022-2023)	Encounter Data Set: VINAH 17 (2022-2023)	Episode Type (Program): V Specialist Clinics (OP)	Referral Encounter ID:	Launcher:		
*Referral Add Type: *New Referral	*Referral Received Date: 02/03/2023	*Date on Referral: 02/03/2023	Waiting Start Date:	Referral Type:	*Referral Source: This Hosp Depart new program	*Referral Length: 3 Months ~	Referral Expiry Date: 31/12/2100	•
Wait List Status: Requested	*Referral Status/Priority: Schedule Appt - Urgent < 30 Days v	Proposed Priority: Routine	Referral Status/Priority Date:	*VINAH - Referral In Outcome:	Referral Accepted Date:	Last Clinical Review Date:	Breach Date:	•
Facility:	*Reason for Visit: test	*VINAH - Referral in Reason: Diagnosis, assessment, treatme v	*Referral In Stream: Occupational Therapy	*Referral (Episode) Stream: Coccupational Therapy ~	*Specialty: AH MDCC Infant Care ~	*VINAH - Health Conditions: Autism ~	*Account Class: Public: Eligible	
Referred by: "Referred by: Cerrettest, Medical Officer P2 1 Cerrettest, Medical Officer P2 1 Referring Clinician Details: Business Address: Business Phone: Email: Medicare Provider #:	*Referring Facility: [*Footscray Hosp v]	Referring Unit: Emergency - General Presentation)
Referred to: "Referred to: Woo, Andrew - HMO Kady to Schedule: Yes Contact Provider - if different than cu Contact Provider V	Referal Appointment Type: MDCC Infent Care	*Schedule To Facility: Joan Kimer v	Tier 2 Code:	VINAH - First Appt Notified Date:	Suppress Patient Letter?:	Booking Notes:	Recommending Date:	Y
								Corrolete Cancel

18. Click **OK**

ame: INTE	GRATIC	NTE			Home Phone:	: La	nguage: Engl	ish Person Cor	nments:	NOK:		Last N	o Show:	
RN: 2000438	DOB: 07/	07/1997	: F; 25 ye	ars	Mobile Phone	: Int	erpreter Requ	iire Home Addr	ess: Sun	GP: No G	ip, No Gp	# of N	o Shows:	0
Allergies ***	: Alert(s)				Email:	In	ligenous Stat	us: Medicare S	tatus: N			# of C	ancellatio	ns:
INTEGRATIO	ONTESTTHR	Summary	General	Offer	Resource View	Guidelines	Notification	Conversation Sun	nmaries	ltineraries	Locks	Eligibility	Booking	
📋 🐟 MDCC li n 📩 🗐 SIK /	nfant Care	*Send to T	hird Party Pri	nting?:										
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· 🖅 🛛	VIEGRATIO													\lor
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		INTEGR	ame ATIONTEST	THREESC	SCENARIOFIVE N	IRS Referral								
														_
									Vi	ew	Modify		Set Enc	

19. The patient will now appear in a **Booked(Confirmed)** status on the grid for all the five resources

													20/07/202	23 - MDCC	SJK
_	OT SJK	(MDCC 01 [1]	AUD SJ	IK MDCC 01 [1]	NUT SJ	IK MDCC	01 [1]	PT SJ	K MDCC 01 [0]	POD SJ	K MDCC 01 [0]	OAPL S	JK MDCC 01 [1]	NPSYCH	SJK MDCC 01
_	2:00 PM	SJK MDCC INF	2:00 PM	SJK MDCC INF	2:00 PM	SJK MDC	C INF	2:00 PM	SJK MDCC INF	2:00 PM	SJK MDCC INF	2:00 PM	SJK MDCC INF	2:00 PM	SJK MDCC INF
_	2:15 PM		2:15 PM		2:15 PM			2:15 PM		2:15 PM		2:15 PM		2:15 PM	
_	2:15 PM	SJK MDCC INF	2:15 PM	SJK MDCC INF	2:15 PM	SJK MDC	C INF	2:15 PM	SJK MDCC INF	2:15 PM	SJK MDCC INF	2:15 PM	SJK MDCC INF	2:15 PM	SJK MDCC INF
_	2:30 PM		2:30 PM		2:30 PM			2:30 PM		2:30 PM		2:30 PM		2:30 PM	
_	2:30 PM	INTEGR	2:30 PM	NTEGR	2:30 PM		GR	2:30 PM	SJK MDCC INF	2:30 PM	SJK MDCC INF	2:30 PM	INTEGR	2:30 PM	INTEGR
_	2:45 PM	MDCC Inf test	2:45 PM	MDCC Inf test	2:45 PM	MDC test	C Inf	2:45 PM		2:45 PM	10.5	2:45 PM	MDCC Inf test	2:45 PM	MDCC Inf test
_	2:45 PM	SJK MDCC INF	2:45 PM	SJK MDCC INF	2:45 PM	SJK MD	INTEGR MDCC	ATIONTES	TTHREESC, SCENA	ARIOFIVE N	MDCC INF	2:45 PM	SJK MDCC INF	2:45 PM	SJK MDCC INF
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