

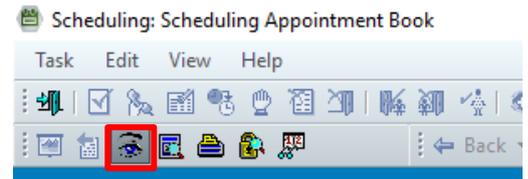
Scheduling and Referrals - Outpatient Case Conference (Multiple Clinicians 1 Appointment)



This Quick Reference Guide will explain how to:

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

1. Open **Scheduling Appointment Book**.
2. From the top tool bar, click on the **Appointment Inquiry** button.

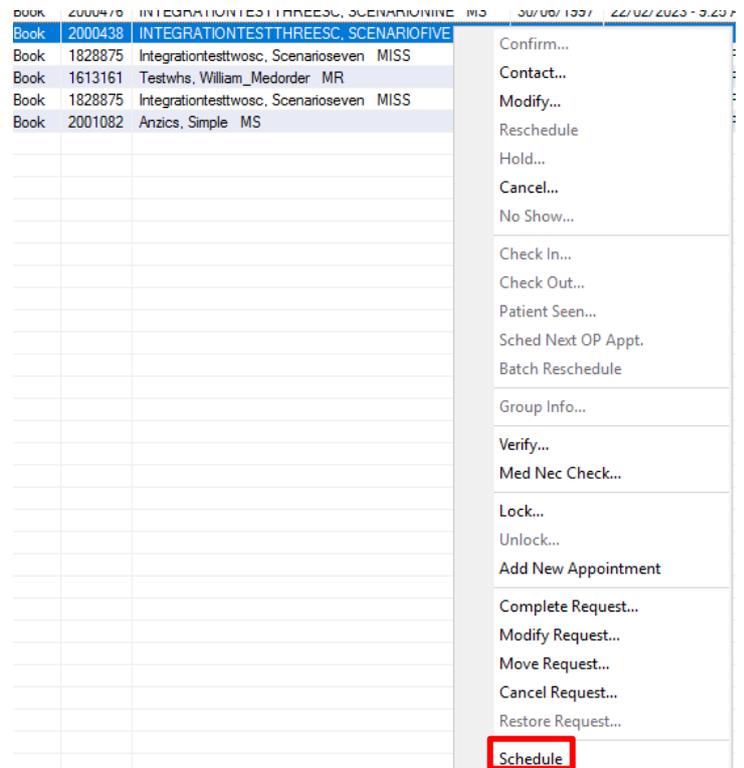


3. From **Request List** tab, select Inquiry: Referrals Add Encounter and Request List Queue: AH WC MDCC Infant Care. Click **Find**.



4. 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**.





5. **Appointment Attributes** window will appear. Review the details of the appointment and add **scheduling comments** if required. Click **OK**

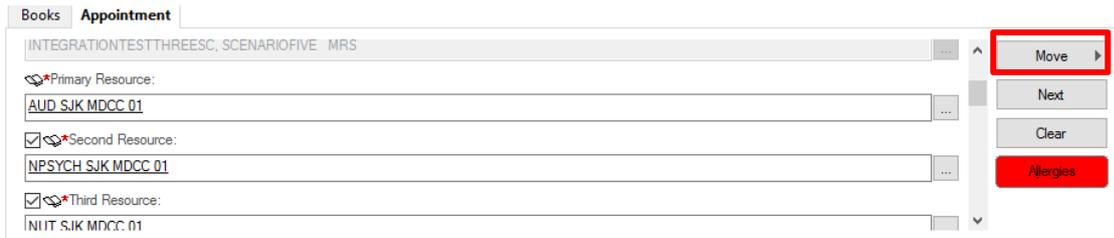
6. To select resources for the appointment, , click on the three dots next to **Primary Resource**

Select the resource needed and click **OK**

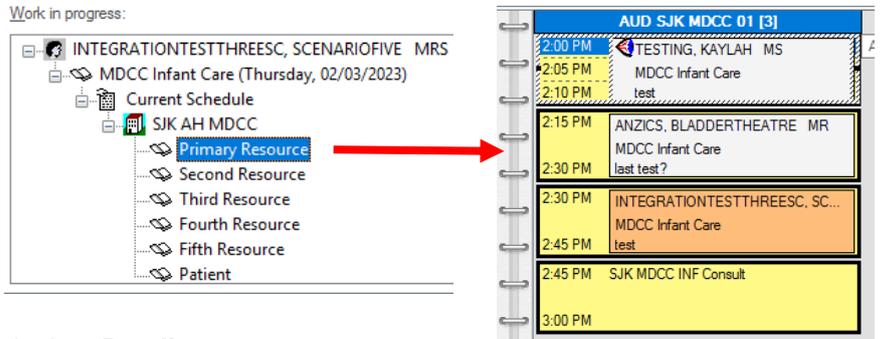
Repeat Steps 6 and 7 to select **Second, Third, Fourth and Fifth** resources as required



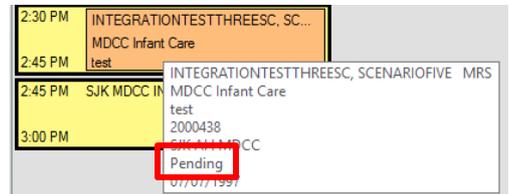
7. Once all resources have been selected, click **Move**



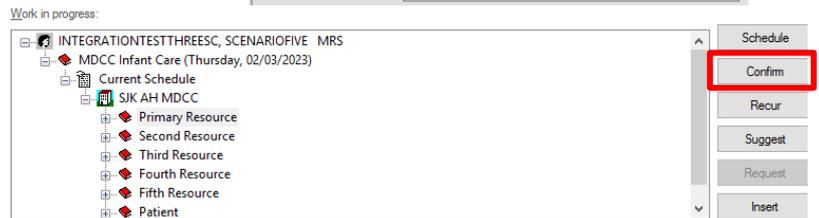
8. From the Work in progress window, click on the **Primary Resource** and Drag and Drop into the required appointment slot



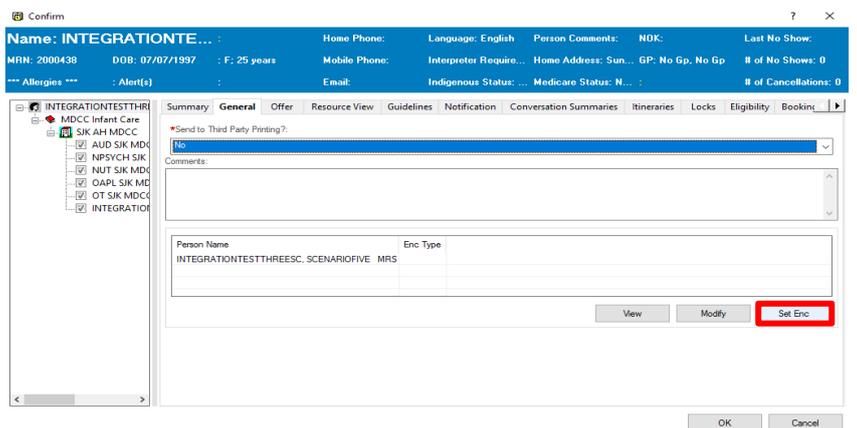
9. Patient will now appear in the appointment slot in a **Pending** status



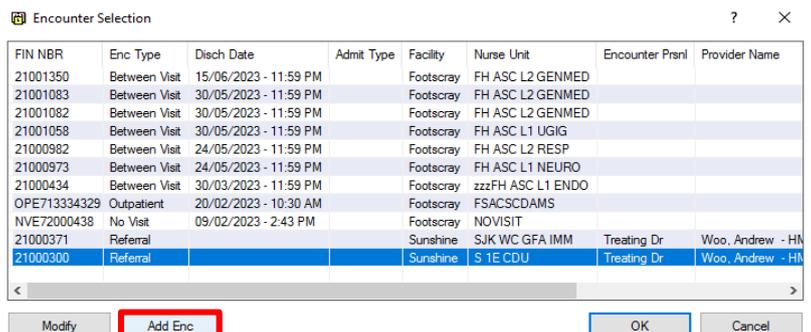
10. Click **Confirm**



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



12. Click **Add Enc**





13. Click **Yes**

Confirm ✕

? Is this a Waiting List encounter?

Yes
No

14. Click **Add Episode**

Select Episode - [INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS] ✕

Episodes:

Name	Type	Created	Creator	Last Reg Date	Registrar	Episode End Date	Referring Facility	Attending Physician	Service Category
V-SPEC70921	Specialist Clinics (OP)	21/03/2023 09:35	P2CLERK1			31/12/2100 11:00			
V-SPEC69461	Specialist Clinics (OP)	07/03/2023 14:55	P2CLERK1			31/12/2100 11:00	Other		
(Unattached encounters)				15/06/2023 14:24	P2RN2				

Encounters:

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

15. Select **Specialist Clinics** and click **OK**

New Episode ✕

Description of New Episode

Type:

Specialist Clinics (OP) ▼

OK
Cancel

16. 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] ✕

Episodes:

Name	Type	Created	Creator	Last Reg Date	Registrar	Episode End Date	Referring Facility	Attending Physician	Service Category
VSPEC90381	Specialist Clinics (OP)	20/06/2023 14:15	P2AH1			31/12/2100			
V-SPEC70921	Specialist Clinics (OP)	21/03/2023 09:35	P2CLERK1			31/12/2100 11:00			
V-SPEC69461	Specialist Clinics (OP)	07/03/2023 14:55	P2CLERK1			31/12/2100 11:00	Other		
(Unattached encounters)				15/06/2023 14:24	P2RN2				

Encounters:

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



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

18. Click **OK**

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

20/07/2023 - MDCC SJK						
OT SJK MDCC 01 [1]	AUD SJK MDCC 01 [1]	NUT SJK MDCC 01 [1]	PT SJK MDCC 01 [0]	POD SJK MDCC 01 [0]	OAPL SJK MDCC 01 [1]	NPSYCH SJK MDCC 01 [1]
2:00 PM SJK MDCC INF...	2:00 PM SJK MDCC INF...	2:00 PM SJK MDCC INF...	2:00 PM SJK MDCC INF...	2:00 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 MDCC 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... MDCC Inf... test	2:30 PM INTEGR... MDCC Inf... test	2:30 PM INTEGR... MDCC Inf... test	2:30 PM SJK MDCC INF...	2:30 PM SJK MDCC INF...	2:30 PM INTEGR... MDCC Inf... test	2:30 PM INTEGR... MDCC Inf... test
2:45 PM	2:45 PM	2:45 PM	2:45 PM	2:45 PM	2:45 PM	2:45 PM
2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...	2:45 PM SJK MDCC INF...
3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM	3:00 PM

INTEGRATIONTESTTHREESC, SCENARIOFIVE MRS
MDCC Infant Care
test
2000438
SJK AH MDCC
Booked(Confirmed)
Referral
07/07/1997