

# Scheduling and Referrals - Reopen Closed Referral



This Quick Reference Guide will explain how to:

Reopen a closed referral by removing the Episode End Effective Date and Time



## Important

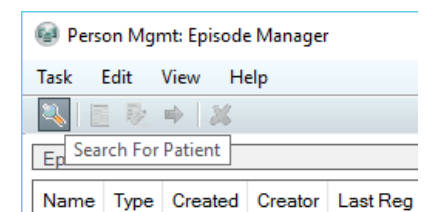
Supervisor access will be required for this workflow

1. Click on the **Episode Manager** button in **PMOffice**



2. The **Person Mgmt: Episode Manager** window will open

- Click on the magnifying glass to search for the patient



3. Select the **Episode** to be corrected in the **Episodes** frame

- The **Encounters** attached to the selected **Episode** will appear in the below **Encounters** frame

Name	Type	Created	Creator	Last Reg Date
VSPEC105321	Specialist Clinics (OP)	08/09/2023 10:00	P2CLERK2	
VSPEC105282	Specialist Clinics (OP)	08/09/2023 09:28	P2CLERK2	
VSPEC105201	Specialist Clinics (OP)	07/09/2023 14:47	P2CLERK2	
VSPEC104901	Specialist Clinics (OP)	06/09/2023 09:01	P2CLERK2	
VSPEC103381	Specialist Clinics (OP)	21/08/2023 09:18	P2CLERK3	04/09/2023 10:00
VSPEC103163	Specialist Clinics (OP)	17/08/2023 18:59	P2CLERK2	
VSPEC103161	Specialist Clinics (OP)	17/08/2023 18:51	P2CLERK2	
VSPEC101521	Specialist Clinics (OP)	02/08/2023 07:46	P2CLERK1	
(Unattached Encounters)				03/07/2023 09:44

Fin Nbr	Type	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc	Client
21002586	Referral	06/09/2023 09:05				ASC Cardiology	WH



- Right click on the **Episode** and select **Edit Episode**

Person Mgmt: Episode Manager - [Test 8, Secondscreen MRS]

Task Edit View Help

Episodes

Name	Type	Created	Creator	Last Reg Date
VSPEC105321	Specialist Clinics (OP)	08/09/2023 10:00	P2CLERK2	
VSPEC105282	Specialist Clinics (OP)	08/09/2023 09:28	P2CLERK2	
VSPEC105201	Specialist Clinics (OP)	07/09/2023 14:47	P2CLERK2	
VSPEC104901	Specialist Clinics (OP)	06/09/2023 09:01	P2CLERK2	
VSPEC103381		09:18	P2CLERK3	04/09/2023 10:0
VSPEC103163		18:59	P2CLERK2	
VSPEC103161		18:51	P2CLERK2	
VSPEC101521		07:46	P2CLERK1	
(Unattached Encounters				03/07/2023 09:4

Encounters

Fin Nbr	Type	Reg Date	Dsch Date	Registrar	Reason For Visit	Med Svc
21002586	Referral		06/09/2023 09:05			ASC Cardiology



### Handy Hint

- To avoid potential error, use the frames on the left side
- The frames on the opposite side allow for moving **Encounters** from one **Episode** to another

- In the **Episode Data – Edit Episode** window, remove the **End Date** and **End Time**
  - Click **OK**

Episode Data - Edit Episode

\* Episode Type: Specialist Clinics (OP) Episode Name: VSPEC104901 Begin Date: 06/09/2023

Begin Time: 09:01 End Date: 06/09/2023 End Time: 09:05

OK Cancel

- The **Episode** is now reopened