

Scheduling and Referrals- Completing an Outpatient Referral, Review or Post-Discharge / Post-Op Order



This Quick Reference Guide will explain how to:

Place an Outpatient Referral, Review, or Post-Discharge / Post-Op Order in EMR.

This QRG covers both an inpatient and outpatient workflow.

Definitions:

OP Referral Order – An order placed for a new appointment

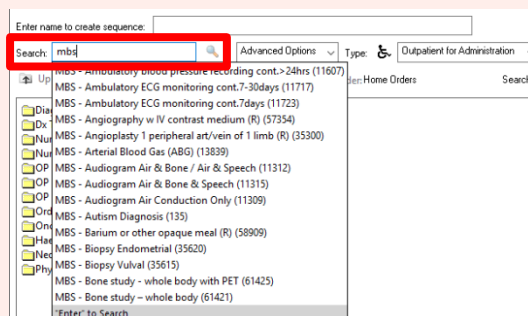
OP Review Order- An order placed for a clinic return appointment. This order only be placed on the outpatient clinic encounter the patient was seen in.

OP Ward Appt – Dept. Use only Order – An order placed for a patient that has been discharged from the ward and requires a review in clinic by same unit or the patient has had a procedure and requires a post op appointment

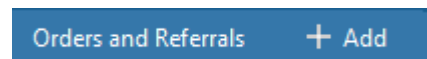


Handy Hint – MBS Billing Order

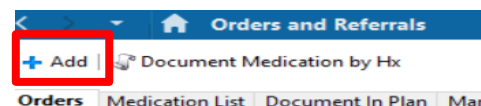
- MBS Billing Orders are also available in Orders and Referrals.
- Use the Search bar to look up the MBS Billing order, this corresponds to MBS code.



1. Select **Orders and Referrals** tab from the Table of Contents (TOC) menu.



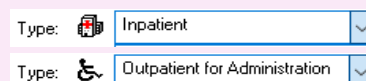
2. Orders and Referrals window opens. Click once on the **Add** button.



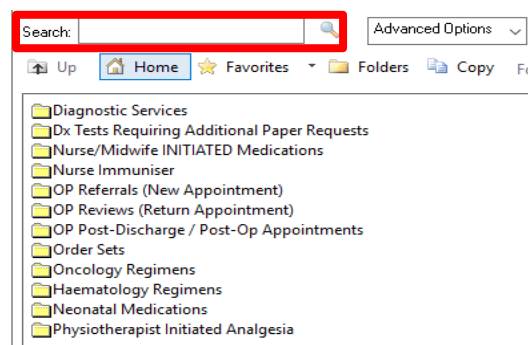
Important

Make sure to change **Type**: dependent on the setting required

- Inpatient setting **Type: Inpatient**
- Outpatient setting **Type: Outpatient for Administration**



3. In the search bar, type the name of the referral or review order.





Handy Hint

- If placing an Outpatient order, folders are available containing different referral/review orders.

- OP Referrals (New Appointment)
- OP Reviews (Return Appointment)
- OP Post-Discharge / Post-Op Appointments

4. Select the referral/ review/ post-discharge/ post-op order you want to make; in this example we are placing a Haematology OP referral. The referral details window will open. Complete the details required and Click on Sign.



Handy Hint

- The blue circle with white cross dignifies additional information required

Referrals

<input checked="" type="checkbox"/>	Haematology OP Referral	Order	19/06/2023 00:01	19/06/2023 00:01 AEST, Cemertest, Medical Officer P2 1, Face-to-face, Outpatient Referral, No, Order for Future Visit
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Details for **Haematology OP Referral**

Details | Order Comments | Diagnoses

+ [Icons]

*Referring Clinician: Cemertest, Medical Officer P2 1	*Referring Unit: [Dropdown]
*Clinician Callback Number: [Yellow Field]	*Referred To (Named Referral): [Yellow Field]
*Reason For Referral: [Yellow Field]	*Diagnosis / Current Problem: [Yellow Field]
*Background / Assessment: [Yellow Field]	*Urgency: [Dropdown]
*Campus: [Dropdown]	Suggested Appointment Method: Face-to-face
Interpreter Required: [Dropdown]	Interpreter Language: [Dropdown]
*Order Replacement?: No	Additional Information: [Text Area]

8 Missing Required Details | Dx Table | Orders For Cosignature

Sign



Important

- Any field that is highlighted in yellow is mandatory.
- Campus/ Preferred site filters to the location/s that the referral/review order is available.
- Any clinically relevant information will be entered in Background/Assessment and Reason for Referral/Review free text sections. If further information needs to be added, the Additional Information box is available.

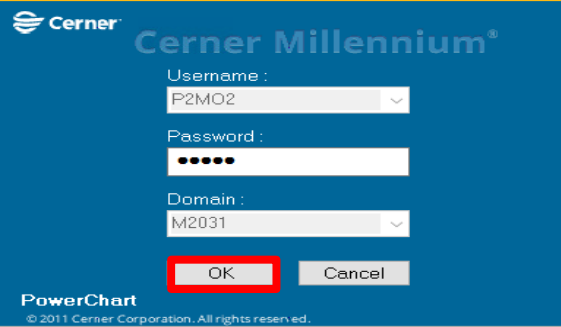
*Campus: [Yellow Field] | *Preferred Site: [Yellow Field]

*Background / Assessment: [Yellow Field] | *Reason For Referral: [Yellow Field] | Additional Information: [Text Area]



5. The authorising window open, enter password and click **OK**.

Authorizing Signature - P2M02



Cerner Millennium®

Username :
P2M02


Password :
•••••

Domain :
M2031

OK Cancel

PowerChart
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6. Click on Refresh button to view that the order has been placed.

	Ordered	19/06/2023 13:16	19/06/2023 13:16	Haematology OP Referral
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