

Books Appointment

Bookshelf - Allied Health

Scheduling – Data Migration

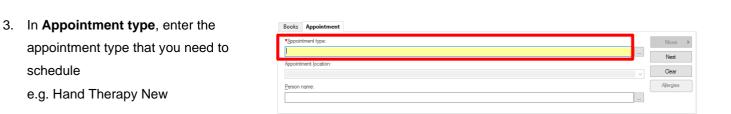
Digital Health Quick Reference Guide

This Quick Reference Guide will explain how to:

Data migrate an iPM appointment to EMR

Direct to Scheduling/ Walk-in Clinic using Appointment Tab

- 1. Open Scheduling Appointment Book
- 2. Click on Appointment Tab



Handy Hint

Click on _____ to see a list of Appointment types

4.	Complete Appointment Location and Person Name fields	Books Appointment *Appointment type: Hand Therapy New Appointment [ocation: *Appointment [ocation: *Person name;
		Tennu unite.
5.	Complete Reason for Referral and Mode	Books Appointment
	of Contact fields	*Person name: Integrationtesthreesc, Scenariotwentythree MRS *Reason for Referral: *Mode of Contact:





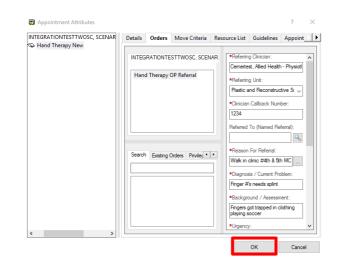
Handy Hint

If there is any Resources in iPM that are not an accept format in EMR Appointment tab, these can be

added into the Scheduling Comments

Available resources:	Selected resources:	
COVID 19 Screenin. Add > GP USS Requested Interpreter Nutrition Patient NDT T0 AT Patient NDT T0 AT Phone PAC Appt REDCap	Plaster Removal XRay <u>Add.</u> Bemove	Scheduling Comments:
ppointment Details	Comments	
Date: 18/07/2023	General: 3wk rv	
Time: 14:30		
Clinic: FFRAC	Preparations:	
Session: FRACTUES	Diet:	

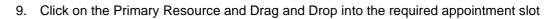
- 6. Once all mandatory fields are filled in, click Move
- Appointment Attributes window will open.
 Confirm details are correct, then click OK

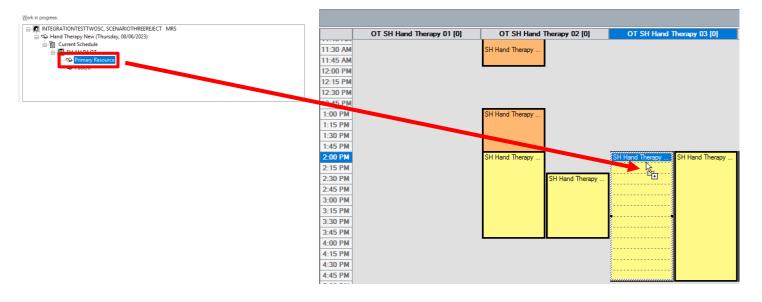


8. Patient will move into the Work in Progress window

Books Appointment			Work in progress:	
Appointment type:	^	Move	Ø INTEGRATIONTESTTWOSC, SCENARIOTHREEREJECT MRS G	Schedule
Hand Therapy New		Next	i and inerapy vew (indisady, 00/00/2025)	Confirm
*Appointment location:				Recur
SHAH P4 OT	~	Clear	Patient	Suggest
Pennon name: INTEGRATIONTESTTWOSC, SCENARIOTHREEREJECT MRS	. 1	NKA		Request
	····			Insert







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

INTEGRATIONT Hand Therapy N	SH Hand Therapy	SH Hand Therapy	SH Hand The
Ha Wa 18	TEGRATIONTESTTWOS and Therapy New alk in clinic #4th & 5th 28920 ending		EJECT MRS

Is this a Waiting List encounter?

No

Add Episode

Yes

Confirm

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Quick Reference Guide

- 11. Confirm Window will open, Select **Yes**
- 12. Available Conversations window appear, select Data Migration and click Ok
- 13. Select Episode Window will open Select Add Episode
- 14. **New Episode** Window will open, select Specialist Clinics (OP) Click **OK**

🛃 New Episode	×
Description of New Episode	
Туре:	
Specialist Clinics (OP)	\sim
Diagnostics - Specialty Referral OP - Non-Reportable Specialist Clinics (OP)	
ОК	Cancel

15. Episode will be added under Episodes section,

Select the Episode just created (use Created Date/Creator to confirm) Click **OK**

🗓 Select Episode - [INTEGRATIONTESTTWOSC, SCENARIOTHREEREJECT MRS] - 🗆 X										
Episodes:	pisodes:									
Name	Туре	Created	Creator	Last Reg Date	Registrar	Episode End Date	Referring Facility	Attending Physician	Service Category	,
KSPEC83921	Specialist Clinics (OP)	08/06/2023 16:39	P2CLERK2			31/12/2100				
V-SPEC71321	Specialist Clinics (OP)	23/03/2023 14:30	P2CLERK1	24/03/2023 15:11	P2CLERK1	31/12/2100 11:00	*Sunshine Hosp			
(Unattached encounters)				27/01/2023 13:45						





Referral Add/Modify

16. Data Migration Window will open.

iPM Referral ID: Add the date the referral has been migrated on

UR Number: 350099		
Last Name: TESTA Medicare Number: 13220 37511 6-9	First Name: JAMES Medicare Expiry Date:	Middle Name:
FIN (Visit #):	Referral ID: VSPEC99442	*iPM Referral ID:

17. In the **Referral and Encounter Info** tab, fill in the mandatory fields and click **Complete**

Patient Information Referral and	d Encounter Info Port	al Authorized Repre	sentatives	Notes and Alerts										
Referral Add Type: Referral Renewal	*Referral Ref 3/07/2023			Date on Referral: /**/	÷.	Waiting Start Date:		Referral Type: zzData Migration		*Referral Source:	*Referral Length:		*Referral Expiry Date:	
Wait List Status: Requested	*Referral Sta	tus/Priority:		eferral Status/Priority Date: 3/07/2023	A V	VINAH - Referral In Outcome: Referral processing in progress		Referral Accepted Date:	A V	Original Referral Received Date:	Wait List Reason for Change:		Breach Date:	
Referral Details	*Reason for	Visit:		NAH - Referral In Reason: lot Collected	~	*Referral In Stream:	~	*Referral (Episode) Stream:	~	*Specialty:	VINAH - Health Conditions:	~	*Account Class:	
Referred by:	Referring Fa	cility:		Referring Unit: xternal: Paper/Fax/Email										
Referring Clinician Details:														· ···
*Referred to:	Referral App	ointment Type:	∽ Sc	:hedule To Facility:	~	VINAH - First Appt Notified Date:		Referral First Appt Booked Dt:	A V	Referral In Acknowledgement Dt	Booking Notes:		First Attend Appt Date:	

18. Referral Add/Modify window opens confirming FIN NBR has been

created,	The following WHS Sunshine Hospital aliases have been assigned for INTEGRATIONTESTTWOSC, SCENARIOTHREEREJECT MRS:
Click OK	FIN NBR: 21001231 Visit Id: 101364996
	ОК

19. The patient will now appear in a **Booked(Confirmed)** Status on the grid

INTEGRATION Hand Therapy I	
	INTEGRATIONTESTTWOSC, SCENARIOTHREEREJECT MRS Hand Therapy New Walk in clinic #4th & 5th MCPJ R hand 182820
	Booked(Confirmed) Referral

