Scheduling and Referrals Scheduling Internal Diagnostic Referrals



Digital Health Quick Reference Guide

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Request List

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This Quick Reference Guide will explain how to:

Use Schapptbook to schedule an internal diagnostic referral.

Handy Hint

When creating the New Episode, for the Description of New Episode select Specialist Clinics (OP) if this is a VINAH clinic, otherwise select Diagnostics - Specialty

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

- In the Inquiry field, Diagnostics Add Encounter should be selected 4.
- In the Request List Queues, select the diagnostics queue for the area 5.

	Person	Resource	Location	Request List
inguiny:	Inquiry:			

Scenario 1 – Schedule Immediately

- Right-click on the patient and select Schedule 1.
- 2. Select the Mode of Contact in the Appointment Attributes window

TESTPAS, POLLY Respiratory Lab	Details Orders Move Criteria Resource List Guid							
	*Reason for Referral							
	copd							
	Mode of Contact:							
	*interpreter							
	No							

Scheduling: Scheduling Appointment Book

View

Help

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Resource Location

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Edit

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Person

Task

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- 3. Appointment details will move to the Work in Progress frame
- 4. To book and confirm the appointment, refer to QRG SC Scheduling Walk in Clinic/Direct Scheduling

Scenario 2 – Place on Waitlist

1. Right-click on the patient in Schedule Inquiry and select Person and then Add Encounter

2. Click Yes

- 3. Select Episode window will open
 - Select Add Episode •
- 4. New Episode window will open, select Specialist Clinics (OP) or **Diagnostics – Specialty**
 - Click OK
- 5. 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] -									×		
pisodes:											
Name	Туре	Created	Creator	Last Reg Date	Registrar	Episode End Date	Referring Facility	Attending Physician	Service Cat	egory	
KSPEC83921	Specialist Clinics (OP)	08/06/2023 16:39	P2CLERK2			31/12/2100					
KV-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							

Move Request		View Person Modify Person				
Cancel Request		Add Encounter				
Schedule		View Encounter Modify Encounter				
Inquiry Notifications	>	Post Encounter Payment Post Guaranter Payment				
Superbill		Allergies				
Person	3	Health Maintenance Organiter				
Link	3					
	Sche	:dule Inquiry $ imes$				

Digital Health

Work in progress: - TESTPAS, POLLY







Add Episode

- Respiratory Lab (Monday, 26/06/2023) - Current Schedule E FH RESP DIAG Patient





- 6. Referral Add/Modify window will open
 - Click on Referral and Encounter Info tab

Referral Add/Modify							
Suppress Appt Replacement:	UR Number:						
Yes	1828920						
Last Name	Einst Manna	Middle Name	Tala	Carry	Data of Pisth	A.m.,	Madiana Chitar
INTEGRATIONTESTTWOSC	SCENIA DIOTH DEEDERCT	middle Name.	MARC	Sex.	Date of birth.	Age.	medicale status.
INTEGRATIONTESTTWOSC	SCENARIOTHREEREJECT		MR3	remaie	30/03/1983	401	
Medicare Number:	Medicare Expiry Date:	Arrival Comment:					
-	**/**/****						
FIN (Visit #):	Referral ID:	Referral Data Set:	Encounter Data Set:	Episode Type (Program):	Referral Encounter ID:	Launcher:	
	VSPEC83921	VINAH 17 (2022-2023)	VINAH 17 (2022-2023)	Specialist Clinics (OP)		Y	
atient Informatio	ounter Inter Portal Authorised Represental	tives Notes and Alerts					
*Referral Add Type:	*Referral Received Date:	*Date on Referral:	Waiting Start Date:	Referral Type:	*Referral Source:	*Referral Length:	Referral Expiry Date:
*New Referral	✓ 08/06/2023 ÷ ▼	08/06/2023	//	Internal	· · · · · · · · · · · · · · · · · · ·	~	31/12/2100
Wait List Status:	*Referral Status/Priority:	Proposed Priority:	Referral Status/Priority Date:	*VINAH - Referral In Outcome:	Referral Accepted Date:	Last Clinical Review Date:	Wait List Reason for Change:
Requested	~	Urgent (Specify in additional info) 🗸	08/06/2023	Referral processing in progress ~	···/····	··/··/····	~ ~
Breach Date:	Reason for Rejection:						
//****	-						
		1	k∼				
- Referral Details			0				
Facility:	*Reason for Visit:	VINAH - Referral In Reason:	*Referral In Stream:	*Referral (Episode) Stream:	*Specialty:	VINAH - Health Conditions:	*Account Class:
Sunshine	 Walk in clinic #4th & 5th MCPJ R han 	~	· · · · · · · · · · · · · · · · · · ·	~	· · · · · · · · · · · · · · · · · · ·	~	· · · · · · · · · · · · · · · · · · ·
Referred by:							
- neren eu oyr							
*Referring Clinician:	*Referring Facility:	Referring Unit:	1				
Cernertest, Allied Health - Phys	Sunshine Hosp V	Plastic and Reconstructive Surgery]				
Referring Clinician Details:							
Business Address:							
Business Phone: Email:							
Medicare Provider #:							
Referred to:							
*Referred to:	Referral Appointment Type	*Schedule To Facility:	VINAH - First Appt Notified Date:	Booking Notes:	Recommending Date:	Ready to Schedule:	
	Hand Therapy New	Sunshine	··/··/····		··/··/···	······································	
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- 7. In the **Referral Status/Priority** drop down, select a waitlist category, complete other mandatory fields
 - Click Complete
- 8. **Referral Add/Modify** window opens confirming FIN NBR has been created
 - Click OK
- Patient will now appear in PMOffice (Access Management Office) under Referral Wait Lists > Referrals – Waiting: Not Scheduled
 - To book and confirm the appointment, refer to QRG Scheduling Schedule Immediately and Waitlist Scheduling



*Referral Status/Priority:

"Waitlist Routine < 365 Days

