



“What Goes Where”: A Guide to Clinical Documentation at Bacchus Marsh & Melton

BMM – Community Services

iPM	Paper	CPF	Other Applications
<ul style="list-style-type: none"> • Patient registration • Updating patient demographic information/ compensable • Admit/Discharge/Transfer patients • Print patient labels • IPM Diaries for logging patient contacts • Create referral • Close referral • Clinic scheduling • Arriving and departing patients who attend for appointments • Patient stats • Monitoring client’s upcoming (internal) appointments • Alerts & Allergies 	<ul style="list-style-type: none"> • Allergies & alerts form • Bushfire – Leaving Early Plan • Babaneek Booboop Early Years Project Forms • Care Plans & Pathways • Case Management Contracts & Forms • Consent Forms • Continence Service Forms • Clinical Assessment & Screening Forms • Clinical Documentation • Documentation of lines & devices • External Referral / Request Forms • Exercise recording sheets • Family Safety Advocacy (FSA) Forms • Fee Information & Agreement Form • Hire Request form • Infectious Screening Tool • ISBAR Forms • Medication Orders/Administration • Men’s Behaviour Change Program (MBCP) Forms • National Disability Insurance Scheme (NDIS) Forms • Pathology & Radiology Requests • Patient Information Brochures • Triage Outcome Form • VCAT Reports 	<ul style="list-style-type: none"> • Pathology / Radiology Results (Internal & External) • Review of relevant prior inpatient / outpatient / urgent care / community documentation • Discharge Summary • Scanned documents • Electronic Progress Notes • EForms (AH Care Plan) <p>*All internal and external paper documentation will be scanned to CPF</p>	<p>Sharepoint</p> <ul style="list-style-type: none"> • Allied Health Referrals • Outpatient Referrals • Community Services Referrals <p>Visage Viewer</p> <ul style="list-style-type: none"> • Radiology Images <p>My Aged Care portal</p> <ul style="list-style-type: none"> • My Aged Care Referrals <p>Microsoft Outlook</p> <ul style="list-style-type: none"> • Appointments <p>R-Drive</p> <ul style="list-style-type: none"> • Appointments • Scanned internal and external paper documentation • Inactive Client list <p>Integrated reports and information system (IRIS)</p> <ul style="list-style-type: none"> • Activity & Reporting <p>PalCare</p> <ul style="list-style-type: none"> • Patient scheduling • Incoming referrals • Medication/infusion charts • Progress notes and clinical documentation • Correspondence and results • Discharge information <p>*Some systems are used by specific community services only and do not apply to every service</p>