# Scheduling and Referrals -Worklist – Clinician Not In Database

## This Quick Reference Guide will explain how to:

- 1. Select 'Not In System, Clinician' or 'Temporary GP' in a referral
- 2. Navigate to 'Clinician Not In Database' worklist to update clinician details

# Select 'Not In System, Clinician' or 'Temporary GP' in a referral

- 1. Open PMOffice
  - Conversation > Referral Add/Modify

Follow process for adding an external referral (QRG - Referrals - Adding Internal & External Referrals for Triage)

2. From **Referral and Encounter Info** tab, if the 'Referred by:' clinician's name is not available, type 'notinsys'. Field auto-populates to '**Not In Sytem, Clinician**'.

Alternatively, type 'Temporary GP'. Field auto-populates to 'Temporary Gp, Temporary Gp'.

3. In the 'Miscellaneous Referring Physician Info' section at the bottom of the page, fill out clinician's details as available.

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miscenarieous keiening riysican mio	
Referring Clin Clinic Name: * Referring Clin Family Name: Referring Clin First Name: Referring Clin Phone #: Referring Clin Address: * Referring Clin State	e: Referring Clin Postcode:
Referring Clin Drouider #1	
Recently call Fronder	

4. Click Complete. The patient's referral now falls onto the 'Clinician not in database' worklist.

### Navigate to 'Clinician Not In Database' worklist to update clinician details

- 1. Open **PMOffice** 
  - Worklist > Clinician Not In Database



\* Referring Clinician: Not In System, Clinician

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Access Management Office



Western Health 🕔



Digital Health Quick Reference Guide



2. Double click to open worklist. Select appropriate filters and click **OK** 

			* Selected:			
Footscray Sunbury Day Sunshine Williamstown		Copy > Select All	Footscray Sunbury Day Sunshine Williamstown			
nter Service om available:			* Selected:	1	s	kip
WC Fetal Medicine WC Galingera Midwifery Group Practice WC Genetics WC Grief & Loss	^	Move > Select All	WC Gynaecology			
WC Gynaecology Oncology WC Gynae Nurse Triage	~					

3. Worklist loads with all patients for whom 'Not In System Clinician' or 'Temporary GP' were selected.

From the list, right click on patient row, select
Referral Add/Modify. Click on Referral and
Encounter Info tab.

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-		UR	Patient Name			DOB		Sex	Age	
¥		2000492	INTEGRATIONTESTTHREESC, S				5	Female	38 Years	
ō:		7100071	TESTPAS, BRENDA		PreReg		þ	Female	32 Years	
3		1721165	PAJARES, MELANIE MRS		Referral Add/Modify		4	Female	49 Years	
₫	2	2001394	CORRESPONDENCE, TESTTWO	_	Referral Check In		þ	Female	53 Years	
Ξ		7100054	TESTPAS, DATAMIGRATION				З	Female	30 Years	
					Registration - Non-Ad	imitted				
5					View Encounter					



#### Handy Hint

Follow the organisational procedure for adding the clinician's details to Code Focus and iPM.

4. Once clinician has been added to Code Focus and iPM, follow Steps 1-4 to open the referral.

From **Referral and Encounter Info** tab > **Referring Clinician** field, delete previously entered 'Not In System, Clinician' value.

Search for and select the clinician who has now been added to system.

 Referred by:
* Referring Clinician:
James, Amanda
Referring Clinician Details:
Business Address: Frankston Hospital2 Business Phone: Email:
Medicare Provider #: G177770

5. Click Complete

Complete

6. Patient drops off this worklist as clinician details have now been added to the referral.