Scheduling and Referrals – Worklist – Clinician Not In Database

Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

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

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

1. Open **PMOffice**
   - **Conversation** > **Referral Add/Modify**
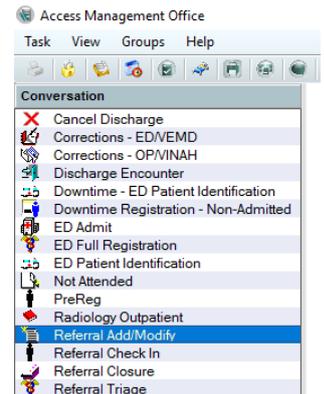
Follow process for adding an external referral (**QRG - Referrals - Adding Internal & External Referrals for Triage**)

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'**.
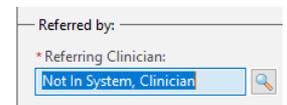
Alternatively, type 'Temporary GP'. Field auto-populates to '**Temporary Gp, Temporary Gp'.**
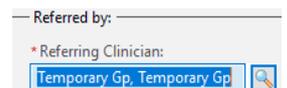
3. In the '**Miscellaneous Referring Physician Info**' section at the bottom of the page, fill out clinician's details as available.

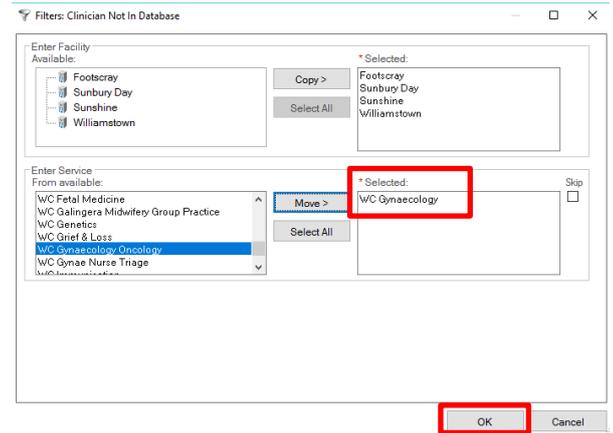4. Click **Complete**. The patient's referral now falls onto the 'Clinician not in database' worklist.

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

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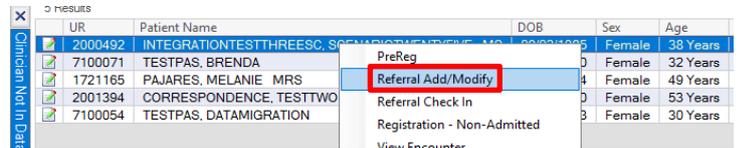   - **Worklist** > **Clinician Not In Database**

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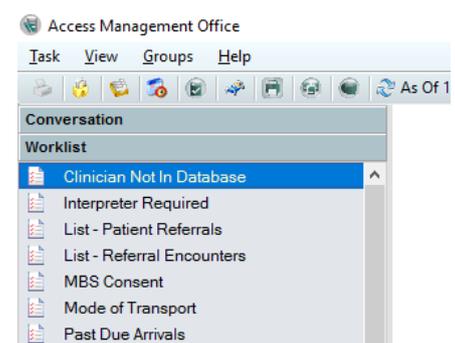
2. Double click to open worklist. Select appropriate filters and click **OK**

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.

> 💡 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.
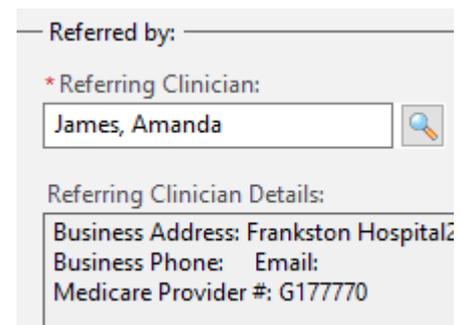
5. Click **Complete**
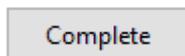
6. Patient drops off this worklist as clinician details have now been added to the referral.