

# Scheduling and Referrals - Completing an Outpatient Referral, Review or Post-Discharge / Post-Op Order



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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Place an Outpatient Referral, Review, or Post-Discharge / Post-Op Order in EMR.

This QRG covers both an inpatient and outpatient workflow.

### Definitions:

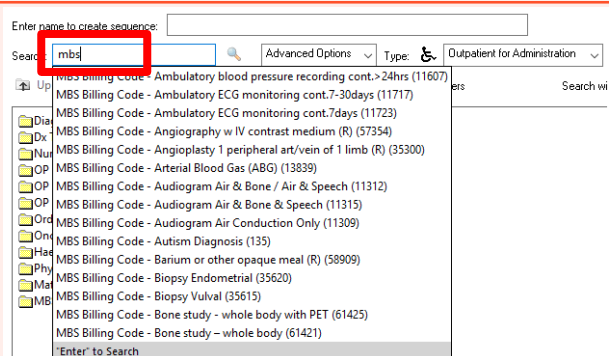
**OP Referral Order** – An order placed for a new appointment or a patient that has been discharged from the ward and requires a review in clinic by same unit or the patient has had a procedure and requires a post op appointment

**OP Review Order**- An order placed for a clinic return appointment. This order only be placed on the outpatient clinic encounter the patient was seen in.



### Handy Hint – MBS Billing Order

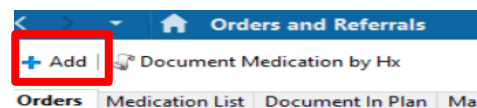
- MBS Billing Orders are also available in Orders and Referrals.
- Use the Search bar to look up the MBS Billing order, this corresponds to MBS code.



1. Select **Orders and Referrals** tab from the Table of Contents (TOC) menu.

Orders and Referrals + Add

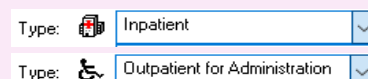
2. Orders and Referrals window opens. Click once on the **Add** button.



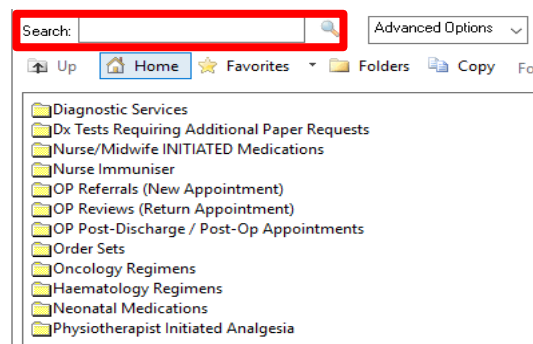
### Important

Make sure to change **Type**: dependent on the setting required

- Inpatient setting **Type: Inpatient**
- Outpatient setting **Type: Outpatient for Administration**



3. In the search bar, type the name of the referral or review order.





### Handy Hint

- If placing an Outpatient order, folders are available containing different referral/review orders.

- OP Referrals (New Appointment)
- OP Reviews (Return Appointment)

- Select the referral/ review/ post-discharge/ post-op order you want to make; in this example we are placing a Haematology OP referral. The referral details window will open. Complete the details required and Click on Sign.



### Handy Hint

- The blue circle with white cross dignifies additional information required

Referrals

|                                     |                         |       |                  |   |
|-------------------------------------|-------------------------|-------|------------------|---|
| <input checked="" type="checkbox"/> | Haematology OP Referral | Order | 19/06/2023 00:01 | 19/06/2023 00:01 AEST, Cemertest, Medical Officer P2 1, Face-to-face, Outpatient Referral, No, Order for Future Visit |
|-------------------------------------|-------------------------|-------|------------------|---|

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Details for **Haematology OP Referral**

Details | Order Comments | Diagnoses

+ | [Icons]

|   |   |
|---|---|
| *Referring Clinician: Cemertest, Medical Officer P2 1 | *Referring Unit: [Dropdown]                   |
| *Clinician Callback Number: [Yellow Field]            | *Referred To (Named Referral): [Search Field] |
| *Reason For Referral: [Yellow Field]                  | *Diagnosis / Current Problem: [Yellow Field]  |
| *Background / Assessment: [Yellow Field]              | *Urgency: [Dropdown]                          |
| *Campus: [Dropdown]                                   | Suggested Appointment Method: Face-to-face    |
| Interpreter Required: [Dropdown]                      | Interpreter Language: [Dropdown]              |
| *Order Replacement?: No                               | Additional Information: [Text Area]           |

8 Missing Required Details | Dx Table | Orders For Cosignature

**Sign**



### Important

- Any field that is highlighted in yellow is mandatory.
- Campus/ Preferred site filters to the location/s that the referral/review order is available.
- Any clinically relevant information will be entered in Background/Assessment and Reason for Referral/Review free text sections. If further information needs to be added, the Additional Information box is available.


\*Campus: [Yellow Field] | \*Preferred Site: [Yellow Field]

\*Background / Assessment: [Yellow Field] | \*Reason For Referral: [Yellow Field] | Additional Information: [Text Area]




5. The authorising window open, enter password and click **OK**.

Authorizing Signature - P2M02



The image shows a Cerner Millennium login window titled "Authorizing Signature - P2M02". It has a blue background with the Cerner logo and "Cerner Millennium" text. There are three input fields: "Username:" with a dropdown menu showing "P2M02", "Password:" with a masked field of six dots, and "Domain:" with a dropdown menu showing "M2031". Below the fields are two buttons: "OK" (highlighted with a red box) and "Cancel". At the bottom left, it says "PowerChart" and "© 2011 Cerner Corporation. All rights reserved."

6. Click on Refresh button to view that the order has been placed.



|         |                  |                  |                         |
|---------|------------------|------------------|-------------------------|
| Ordered | 19/06/2023 13:16 | 19/06/2023 13:16 | Haematology OP Referral |
|---------|------------------|------------------|-------------------------|