

# FirstNet – Referrals – Referring to Outpatient Medical/Surgical clinics



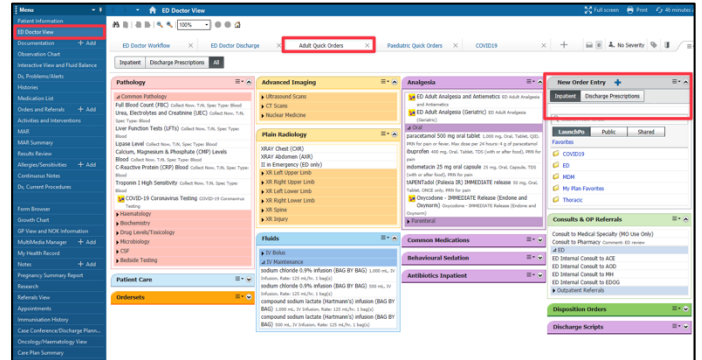
**Digital Health**  
CONNECTING BEST CARE


**Digital Health**  
Quick Reference Guide

## This Quick Reference Guide will explain how to:


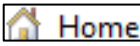
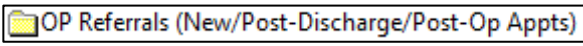

Refer a patient to Outpatient clinics including Orthopaedic Fracture and Plastic Surgery clinics

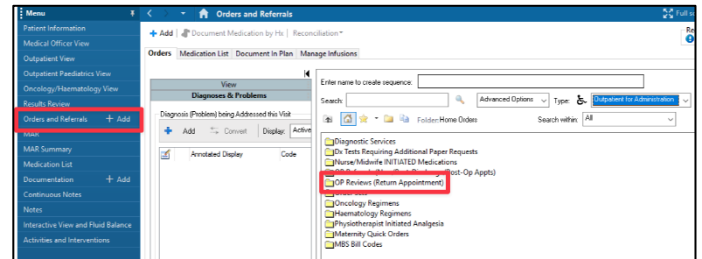
1. From LaunchPoint select your patient and click into the patient chart.
2. On **ED Doctor View** > **Adult Quick Orders** or **Paediatric Quick Orders**.
3. If you know the clinic name you can type it in **Search New Order**.



A number of options will pop up below that you can select. Alternatively, if you press **Enter** a list will appear below with an **Order** button to the right. When you click on *Order* the button will change to *Remove* and a number will be added to **Orders for Signature icon** .

4. If you do not know the name of the clinic or service to refer to you can browse clinic by:

1. Navigate to Orders and Referrals section from the Table of Contents menu.
2. Click  button.
3. Navigate to  >  and continue to the relevant folder.
4. Select an **OP Review** order for the desired specialty.  
E.g. 



**Please ensure you select the correct clinic.**

If you are unsure check with the relevant team prior to ordering. Selecting an incorrect clinic may lead to a patient being delayed or lost to follow up.

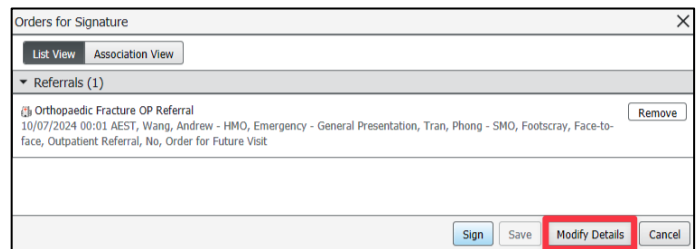


**For ED Referrals to the following clinics:**

The referral does not appear immediately on the triaging list of the receiving unit. Initial administrative steps by clerical and nursing staff are required. Expect some delay between placing the referral and the triaging clinicians receiving the referral.

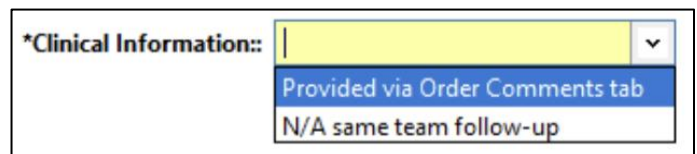
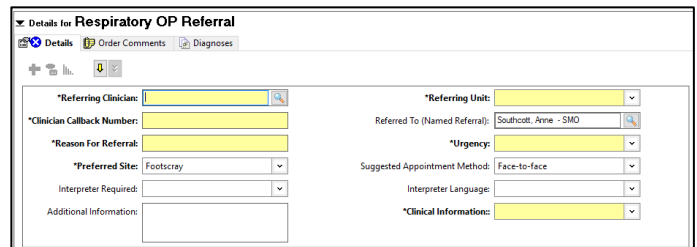
Clinic	Corresponding EMR Order to place
VFRAC	Orthopaedic Fracture/ VFRAC Emergency OP Referral
PVFRAC	Orthopaedic Fracture/ VFRAC Emergency Paediatric OP Referral
Plastic surgery	Plastic & Reconstructive Surgery (PRS) Emergency OP Referral
Plastic Surgery Paediatric	Plastics & Reconstructive Surgery (PRS) Emergency Paediatric OP Referral
SWIFT Clinic	<b>Do not place an OP order.</b> Instead use the <b>ED Internal Consult to Paediatric Social Work</b> , available under Consults on the <b>Quick Order</b> page

- Click **Orders for Referrals** icon
- Click **Modify Details**.
- Select the referral order to Complete the mandatory fields on the “Details” tab



**Clinical Information field:**

- Provided in Order Comments:**  
Navigate to “Order Comments” tab to provide additional information.  
**This is usually the most appropriate option for referrals from ED.**
- N/A same team follow-up:**  
Ensure there is adequate information in the EMR (e.g. Discharge summary) for the clinicians in the clinics





8. Click “**Order Comments**” tab (Adjacent to the “Details” tab)
9. Provide additional, relevant clinical information in the text field.

Information from elsewhere in the EMR (e.g. Results Review, Radiology Reports) can be entered into this section by copying and pasting.

10. Click **Sign** and complete the Authorizing Signature step.
11. Return to **Orders and Referrals**. Click Refresh and confirm the referral order has been placed in the system.

**Details for Respiratory OP Referral**

Details **Order Comments**

Order comments

ISBAR Referral

Situation  
—Current problem and level of severity

Background  
—Relevant details of current admission, and past medical history

Assessment  
—What is your assessment of their current condition, risks and needs? Note vital signs and relevant investigations

Request  
—Degree of urgency and reason (opinion, procedure, transfer of care)



**When will the triaging clinicians receive my referral?**

The referral does not appear immediately on the triaging list of the receiving unit. Initial administrative steps by clerical and nursing staff are required. Expect some delay between placing the referral and the triaging clinicians receiving the referral.