

What Goes Where – A Guide for Clinical Documentation

Bacchus Marsh, Melton, and Caroline Springs – Community Services

Includes: Community Health Allied Health, Community Health Nursing, Men's Family Violence, Babaneek Booboo Early Years Project)

iPM	EMR	Paper	BOSSnet	Other Applications
<ul style="list-style-type: none"> Admit, discharge or transfer Arrive/depart from appointments Billing Generate referral, waitlist, and scheduling correspondence Organisational contacts Patient registration Patient stats Presence of an advanced care plan – Legal alert (also in EMR) Presence of a substitute decision maker – Legal alert (also in EMR) Schedule/view community contacts, appointments, and group patient events Statutory reporting Update patient demographic information/compensable status Waitlist management 	<ul style="list-style-type: none"> Allergies & Alerts Care Plans Case Conference Clinical correspondence Clinical documentation Discharge summaries Documentation of Lines & Devices Home Visit Risk Assessment Infectious disease screening Message Centre - Between visit encounter process Message Centre - Communication Pathology and Radiology Orders and Results Photographs Print patient labels Referrals to Western Health specialist clinic outpatients 	<ul style="list-style-type: none"> Assessment tools not built in EMR Consent forms Contracts Exercise charts National Disability Insurance Scheme (NDIS) reports Outcome measures not built in EMR Patient information brochures Questionnaires, diaries, and documents completed by clients Referrals to and from external sources Social work genograms Suicide and self-harm safety plans Vulnerable Client Register information and screening tool Wound care chart (for home based wound care) 	<ul style="list-style-type: none"> External Pathology and Radiology Results <p>*All internal and external paper documentation will be scanned to BOSSnet post Go-Live</p>	<p>ACL / Ultra (ACL Pathology) Bing</p> <p>CareHR (Pathways to Good Health team)</p> <p>CPF</p> <ul style="list-style-type: none"> View digital medical records entered or scanned before Go-Live using BMM iPM URN alias <p>CRM - Client Relationship Manager (WH Orange Door team)</p> <p>Health Direct (community health nursing)</p> <p>IRIS - Integrated Reports and Information System (Men's Family Violence team)</p> <p>Medical Director (WH / headspace team)</p> <p>Microsoft Outlook</p> <p>My Aged Care Portal</p> <p>PalCare (Community palliative care team)</p> <p>SharePoint</p> <ul style="list-style-type: none"> Internal referrals to BMM Integrated Community Health Services <p>Synapse (Imaging from other WH sites)</p> <p>Trak Care (WH/IPC Health team)</p> <p>Visage Viewer (Lake Imaging)</p> <p>WH Riskman</p> <p><i>Note: Some systems are used by specific community services only and do not apply to every service</i></p>