



Key Messages **Community**

DAY IN THE LIFE

COMMENCING YOUR SHIFT

- ▶ Clean your device with hospital approved disinfecting wipes before and after your shift, and between patients
- ▶ Use iPM to view your scheduled clients
- ▶ Log in to the EMR at the start of clinic or after periods of inactivity

HOME VISITS

- ▶ Check devices are fully charged before heading out on any visits

REVIEWING PATIENT HISTORIES

- ▶ Review allergies and alerts, and update if required
- ▶ View previous notes and medical history
- ▶ Paper documentation can be found in BOSSnet post go-live or CPF for historical information pre-dating go-live

CONTACT MANAGEMENT

iPM

- ▶ Arrive and depart clients and actualise your contacts

ENDING YOUR SHIFT

- ▶ Make sure mobile devices e.g. Laptops/ tablets/ phones are put back on charge

DOCUMENTATION

- ▶ Use the correct encounter to complete clinical documentation in the EMR
- ▶ Services using client contacts or group patient events need to create an EMR encounter using the between visit encounter workflow BEFORE completing clinical documentation

WHAT GOES WHERE?

- ▶ Some workflows will remain on paper. Paper forms will still be used for documents that:
 - Are completed by clients
 - Require a signature
- ▶ Paper forms will be scanned into BOSSnet
- ▶ Please refer to the "What Goes Where" documented on the EMR intranet site for further details



LOG OFF WHEN IPM/EMR NOT IN USE

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- Week 2**
- 1



The Digital Health information site contains further details on the above, including resources, news and updates.
digitalhealth.wh.org.au