Orders – Referrals – Request an OP Review appointment for a Patient to Return to Clinic

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Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete an Outpatient OP Review referral order in EMR.

Definitions:

OP Review Order: An order placed for a clinic return appointment.

OP Referral Order: An order placed for

- A new appointment, or
- A patient who has been discharged from the ward and requires a review in clinic by same unit or
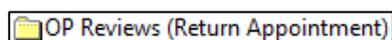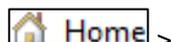- A patient has had a procedure and requires a post op appointment

OP Referral Order is covered is a separate QRG "Referrals - Referring to Outpatient Medical/Surgical clinics".
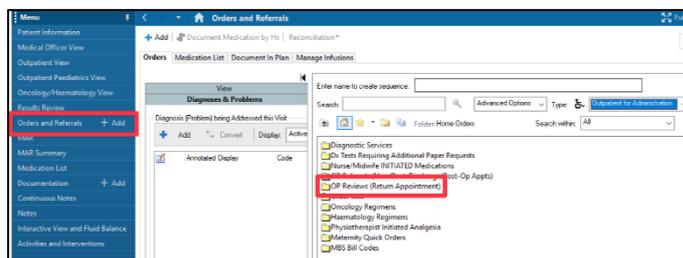

Ordering an Outpatient (OP) Review order

1. Navigate to **Orders and Referrals** section from the Table of Contents menu.

2. Click ➕ **Add** button.

3. Navigate to

   🏠 **Home** >

   📁 OP Reviews (Return Appointment)

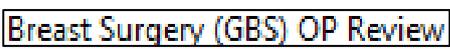   and continue to the relevant folder.

   Alternatively, use the search box to find the required order.

   > ❗ **Important**
   >
   > When searching, ensure you select **Outpatient for Administration** in the "Type" dropdown box.

4. Select the **OP Review order** for the desired specialty.

   E.g. Breast Surgery (GBS) OP Review

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5. Complete the mandatory fields on the "Details" tab

6. Click **Sign** and complete the Authorizing Signature step.

7. Return to **Orders and Referrals**. Click Refresh and confirm the referral order has been placed in the system.

> **!** **MBS Billing**
>
> For MBS billing clinics, please refer to a separate QRG "**Orders – Outpatients MBS Billing**" to learn more.