Orders – Ordering a Change of Clinician

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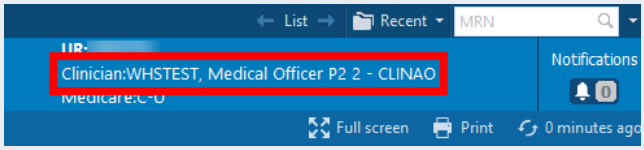
Quick Reference Guide

This Quick Reference Guide will explain how to:

Manage the change of a treating clinician or clinical team using the Cerner EMR and iPM. This guide will define the process for both clinical and clerical staff.



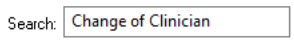
Definitions:

Change of clinician order – Order that is used to allow the transfer for a patient from one treating team to another.

Clinician Workflow

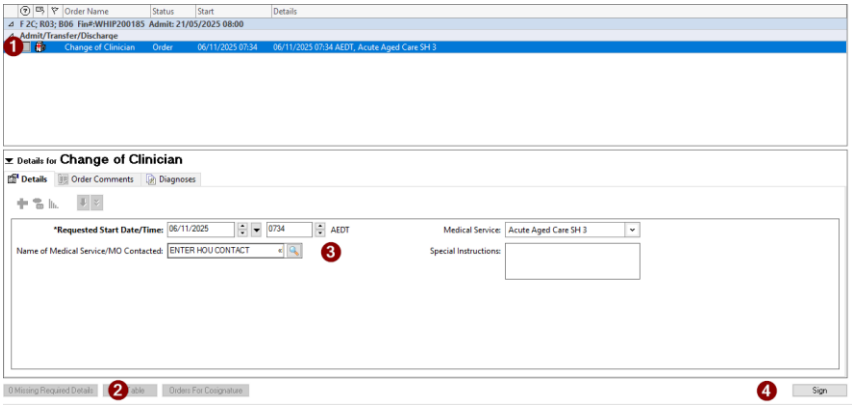
PowerChart:

1. Navigate to **Orders and Referrals** section from the Table of Contents **menu.**
2. Click **Add+** button.
3. Type “Change of Clinician” in the search box and press enter.



To complete the order, follow the steps below:

1. Click on the order.
2. Click on **“Missing Required Details”.**
3. Fill in the fields as required, noting to always include the **Name of Medical Service/MO Contacted** to (e.g. General Medicine HOU).
4. Click the **sign** button.
5. Enter your password and click **OK.**



Note: Completing this order will then place a task for the Clerical team to action the change in iPM.

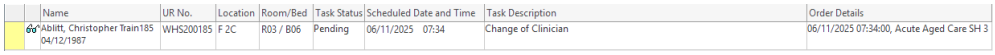
Clerical Workflow

PowerChart:

Have you used the Multi Patient Task List (MPTL) before?

If this is your first time, you can set it up following the Administration – Using the Multipatient Task List – Clerical QRG.

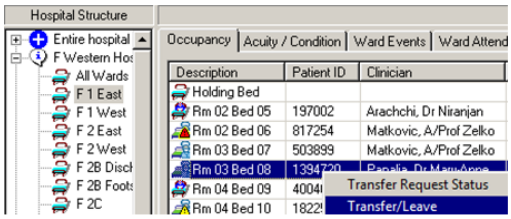
1. Launch the Multi-Patient Task List button from the navigational toolbar.
2. Review change of clinician tasks that have come through via your location for you to action.



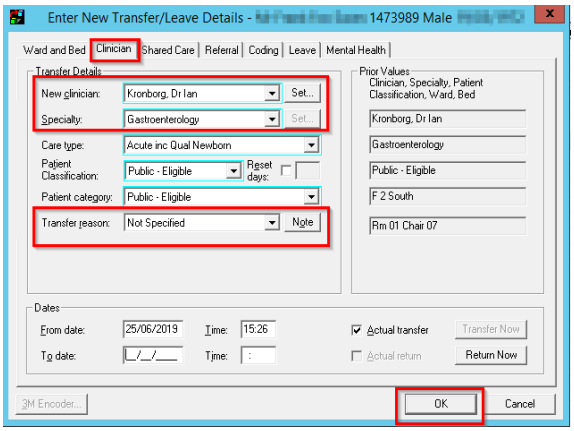
iPM:

1. Click on WHS-iPM to launch iPM.
2. Click on **"Ward view"** icon, which takes you into "Ward Management View".

3. Under **Hospital Structure**: click on **campus & ward** to get to the relevant ward.
   - ✓ Highlight relevant patient
   - ✓ Right Mouse Click **(RMC)**
   - ✓ Select **Transfer/Leave**



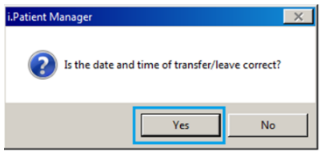
4. Click on **Clinician tab** and enter in:
   - ✓ New Clinician & / or
   - ✓ Specialty Team
   - ✓ Select a transfer reason
5. Click **OK** button.



6. Click on **TRANSFER NOW** button.
   (This auto populates with current date & time)

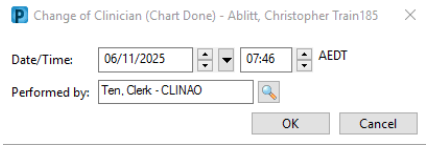
   Note: You **MUST** complete this step

7. Click **"Yes"** in the pop-up window.



PowerChart:

1. Launch the Multi-Patient Task List button from the navigational toolbar.
2. Locate the change of clinician tasks that you have actioned in iPM.
3. Right click on the **task** and click **"Chart Done".**
4. Complete the details in the change of clinician window.
5. Click **OK.**



Note: The task will drop off the list

Handy Hint – Remember to click Refresh

Remember to hit the Refresh button 7 minutes ago to ensure the most up to date view of your task list is provided

Note: The patient's treating Clinician or Clinical Team has now been changed.