

CARE4 MODULE NAME: PCS

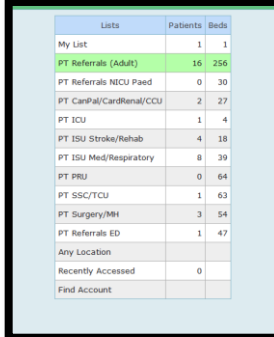
ALLIED HEALTH REFERRALS View Status Boards

Overview

This document provides instructions on how to View Allied Health Referrals and/or Orders using the PCS Module.

How to Review Referrals and/or Orders

- Log into Expanse and select Clinical>PCS Status Board
- Note on the right-side menu Status Board is highlighted and the screen is displaying your preferred status board. Note the name of the status board on the top banner
- Orders, Referrals and Referral Reason are displayed on the discipline specific status board
- Click Lists from the right-side menu
- All status boards will be displayed. Note: Discipline specific status boards are set up by location, referral (inclusive of reason for referral), and/or order (inclusive of date and time) for the discipline service



Lists	Patients	Beds
My List	1	1
PT Referrals (Adult)	16	256
PT Referrals NICU Paed	0	30
PT CardPal/CardRenal/CCU	2	27
PT ICU	1	4
PT ISU Stroke/Rehab	4	18
PT ISU Med/Respiratory	8	39
PT PRU	0	64
PT SSC/TCU	1	63
PT Surgery/IMH	3	54
PT Referrals ED	1	47
Any Location		
Recently Accessed	0	
Find Account		

View Referral and/or Order

- From Lists, select the appropriate status board
- New Referrals will display with a green checkmark in the 'New Referral' column
- View the Referral by clicking on the green checkmark
- The chart opens to the Worklist tab (Allied Health Interventions will display a 'PRN' clock)
- Locate the Referral and under the "?" column, click on the "O" to view Referral details
- New Orders will display on the status board with the date and time in red font
- View the Order by clicking on the order directly
- The chart opens to the Orders tab
- From this display, click on the History tab on the top menu bar
- Click on the order you would like to view

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Completing Referrals and/or Orders

- On the patient Worklist, highlight the referral/order you wish to change the status of
- Click on the Status/Due Column to see the drop-down menu
- Select the change in status from the menu by clicking on it
- A screen will appear allowing you to check the requesting provider and requesting source are correct, or can be corrected on this screen
- Select Okay from the bottom menu bar
- The status of the referral/order will change on the worklist
- If the referral/order has been 'completed', it will drop off the worklist

Look ahead 8 hours

	Care Item			Last Done	Status/Due	Mon 20 Sep 04:00	Mon 20 Sep 06:00	Mo
Ao	Referral Occupational Therapy	Order	0	7d	Active			
	Referral Social Work	Order	0		Cancelled			
	Referral Physiotherapy	Order	0	9mo	Complete			
	Referral Physiotherapy	Order	0	8mo	Hold/Resume			
	Referral Physiotherapy	Order	0	26d	Hold For			
	Referral Speech Language Therapy	Order	0	8mo	Complete			