# CARE4 MODULE NAME: Inpatients with Clinic Visit

Note

Inpatients who attend an Ambulatory Clinic visit will have a meeting entered in the clinics Resource/Resource Group schedule. This is a placeholder and not an actual booked appointment. The meeting will be entered by the clerk at the clinic or clerical staff with privileges to edit that resource/resource group schedule.

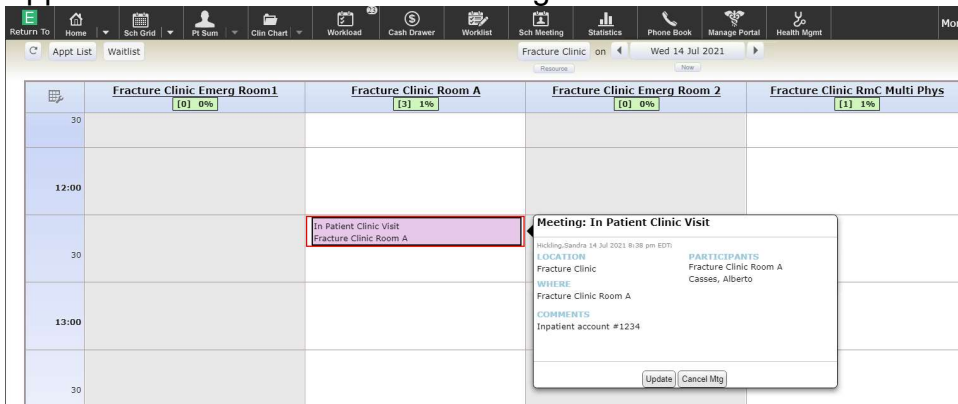**Viewing the visit on the Clinical Home Screen**

- Access the Ambulatory Home Screen by selecting Ambulatory from your main menu → Clinical Home Screen.
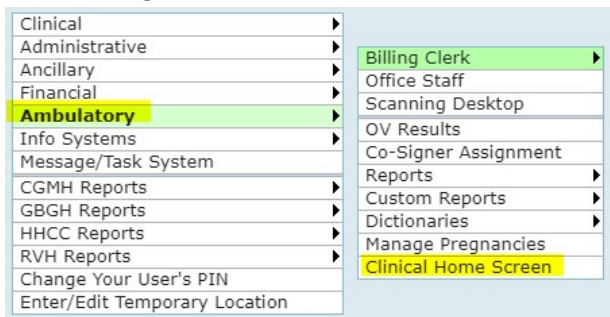
- From the Clinical Home Screen, the inpatient appointment placeholder can be viewed under the resource it was attached to e.g., the physician or the room. It will display as follows;
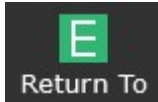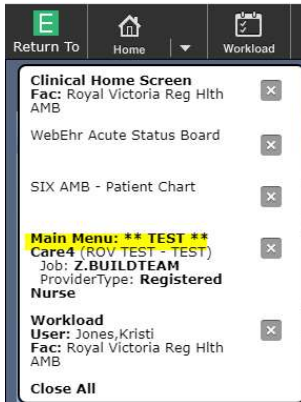

- Appointment view from the Scheduling Grid

- Documentation will occur on the patient's inpatient account. Clinician will change the subdivision and navigate to the PCS Status Board.

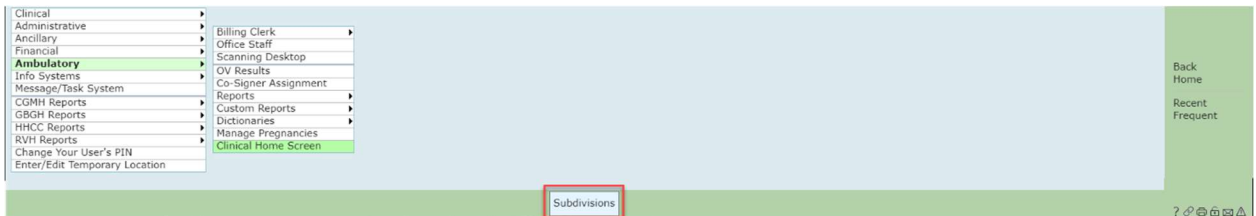**Changing the Subdivision**

- From the Clinical Home Screen select the Return To button on the navigation bar

- Select Main Menu

- Change the subdivision to the Acute Facility, select the Subdivision button at the bottom of the screen

- Select the Acute facility e.g., Collingwood General Hospital
 (Note: you will only see facilities applicable to you)

MIS Facility Lookup

Search [   ]

Name	Mnemonic	HIM Dept	Acct # Prefix
BBK Unit/Donor Facility	BBKUNIT	LAB	XB
Collingwood General Hosp AMB	CGHAMB	CGH	MP
Collingwood General Hospital	CGH	CGH	M
Georgian Bay General Hosp AMB	GBHAMB	GBH	GP
Georgian Bay General Hospital	GBH	GBH	H
Headwaters Health Care Centre	HHC	HHC	HW
Headwaters Health Care Ctr AMB	HHCAMB	HHC	OP
LAB Census	LAB	LAB	C
Lab Referred In Facility	LREF	LAB	LR
Penetang Gen Hospital HIST	PGH	GBH	N
PTH Historical	PATH	LAB	XP
Royal Victoria Reg Hlth AMB	RVHAMB	RVH	VP
Royal Victoria Regional Health	RVH	RVH	V

Accessing the PCS Status Board
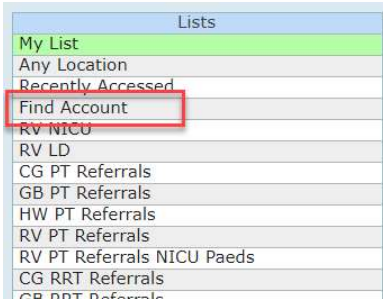
- Main menu → Clinical → PCS Status Board
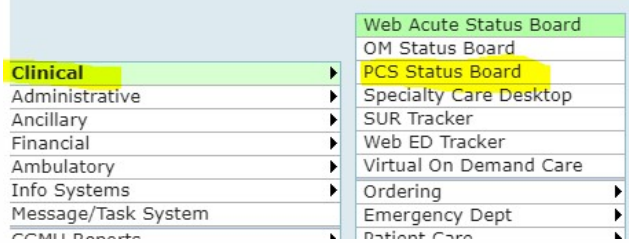
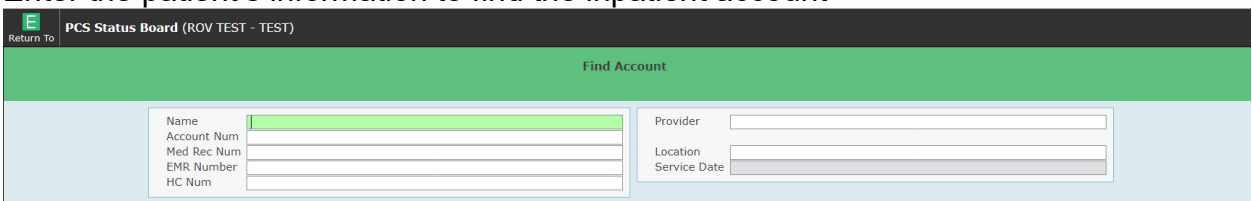## Accessing the Patient's Chart

- Once you are on the PCS Status Board, there are several ways to access the patient's chart

- **Option One:** Find the patient's account
  Click on Lists on the Right Reference Bar

- Select Find Account from the List

- Enter the patient's information to find the inpatient account

- Select appropriate inpatient account

Name	Birthdate	Account Num	Type	Date	Location	Med Rec Num
AMB,SIX	01/01/1991	VR0000183/21	REG RCR	23/07/2021	V.MEDICINE	V000000207
AMB,SIX	01/01/1991	VC0001099/21	REG CLI	20/07/2021	V.MEDICINE	V000000207

Partial Name matches

- **Option 2:** Going to the Inpatient Unit Status Board
  Click on Lists on the Right Reference Bar

- Select Any Location from the List

Lists
My List
Any Location
Recently Accessed
Find Account
RV NICU
RV LD
CG PT Referrals

- Select appropriate Inpatient Unit from the list

	Location	Type
V.BU	Birthing Unit	Inpatient
V.BUN	Birthing Unit Nursery	Inpatient
V.CAN	Cancer & Palliative	Inpatient
V.CCU	Cardiac Care Unit	Inpatient
V.CAR	Cardiac Renal	Inpatient
V.PED	Child & Youth Inpatient	Inpatient
V.CMH	Child & Youth Mental Health	Inpatient
V.CIU	CIU	Inpatient
V.OBSN	Combined Care Nursery	Inpatient
V.DIALYSIS	Dialysis Inpatient Clinic	Inpatient
V.ERHOLD	ED Hold Room	Inpatient
V.ISU	Integrated Stroke & Rehab	Inpatient
V.ICU	Intensive Care Unit	Inpatient
V.IOOF	IOOF Offsite Rvh	Inpatient
V.MH	Mental Health Adult	Inpatient

- Select appropriate inpatient account

Name	Birthdate	Account Num	Type	Date	Location	Med Rec Num
AMB,SIX	01/01/1991	VR0000183/21	REG RCR	23/07/2021	V.MEDICINE	V000000207
AMB,SIX	01/01/1991	VC0001099/21	REG CLI	20/07/2021	V.MEDICINE	V000000207

Partial Name matches

- **Option 3:** Adding the patient to your Status Board
  From the Status Board screen select Edit My List (bottom of screen)

- Select Add a Patient

- Enter the patient information to search for patient.

- Select appropriate inpatient account

Opening the patient's chart

- Click the cell below the chart icon to open chart

ADD Appropriate Intervention

- Click the Add button at the bottom of the screen and search for the appropriate clinic interventions.

- E.g., All STC Interventions start with STC

Name	Mnemonic
STC Colposcopy Physician Synoptic	8002480
STC Cystos and Rechecks	8002500
STC Ear, Nose, Throat Ax. & Tx.	8002510
STC General Surgery Ax. & Tx.	8002520
STC Gyne Ax. & Tx.	8002490
STC Hand Therapy Consultation Note	8002710

Search: stc

- Choose intervention and click SAVE → Intervention is now on patient's list of Care Items

	Care Item				Last Done	Status/ Due	Mon 26 Jul 09:00	Mon 26 Jul 21:00	Today 09:00	NOW	Today 21:00
A	IV: CVAD Central Venous Access Device	QSHIFTB				-30h	🕐	🕐	🕐		🕐
A	Ambulatory Clinic IV/SC Monitoring	PRN									
A	Infusion Clinic Non MAR Medication	PRN									
A	Infusion Clinic Visit	PRN									
A	STC General Surgery Ax. & Tx.										
A	Vital Signs	PRN			4d						

- To document an intervention, click in the NOW column (highlighted above), a check mark will display.
- The DOCUMENT button (bottom of screen) becomes available → Click DOCUMENT and document accordingly

Navigating back to the Ambulatory Clinical Home Screen

- Click the Return To button on the navigation tool bar

- Select Clinical Home Screen

- **Note:** If you are navigating between AMB and Acute facility on the same day, leave the PCS Status Board open; this way, you don't have to change the subdivision when navigating back and forth.