

CARE4 MODULE NAME: Web Acute / Web ED / PCS

Outpatient Clinic Appointments (at your Hospital)

Overview

The workflow for booking an outpatient appointment for an inpatient who is being discharged, is detailed below:

The physician orders the outpatient booking appointment

The screenshot shows the 'Orders' interface with a form for 'Outpatient clinic referral [Post Discharge Follow-up Clinic/Office Appointment Booking (OP)]'. The form contains the following fields and values:

- Order:** New, 22/09/2021 12:55
- *Outpatient Clinic or Appointment to be Booked:** Fracture Clinic
- *Reason for Outpatient Clinic Referral:** ankle fracture
- Consulting Provider:** (empty)
- Has provider been notified:** Yes (selected), No
- Health Card Number:** (empty)
- Patient's Phone Number:** (555)555-5555
- Family Physician:** Matthew Victor Orava

Clerical / Nursing views the booking order on their status board

Dept: **Nursing** Site: **Patient Care Services**

Rm-Bed	Age/Sex	Adm Date	Service	Patient Name	Attending MD	Special Indicators	C	F	R	Admit Dx	Surveillance	Prec	APPTS	New Results	UNC	Next Task	Home Meds	MAR	TAR	HCC	TR/DC	Hold Q
2N.231-3	58 M	25/08/2021	MED	Compu... Castillo,James	Thirteen					Compu... Interface testing		Ack	OP F/U			04:00 Pain ... 04:00 Vital... 06:00 ADL A... 06:00 IO In...	Not U...					

Clerical / Nursing views the order by clicking on the "OP F/U" button

The screenshot shows the 'Order' details view for the 'OP F/U' button. The order status is 'Ordered' and the start/stop time is 'Wed Sep 22 12:55'. The form details are identical to the previous screenshot.

Independent of the provider paper process, clerical / nursing takes this information and does one of the following actions:

- Calling to book the appointment
- Entering the order that is transmitted directly to the clinic
- Faxing / sending the paper requisition
- If access allows – book directly through CWS desktop

Once ONE of the above actions occur and relevant information is received, the clerk / nurse puts this in the patient's discharge plan

The screenshot shows an EHR interface with a patient's discharge plan. The main window displays various sections including 'Problem', 'Admit Date/Time', 'Admit Provider', 'Prescriptions', 'Discharge Orders', 'Interventions', and 'Patient Disposition'. The 'Outpatient Clinic and/or Office Appointment' section is highlighted with a red box, and the 'Add' button is also highlighted. The right sidebar contains a 'Discharge Plan' link, which is also highlighted with a red box.

Clerk / Nurse clicks **Add** on the outpatient clinic and/or Office Appointment section

This close-up screenshot shows the 'Outpatient Clinic and/or Office Appointment' section. The 'Add' button is highlighted with a red box. Other buttons visible include 'Edit', 'Remove', and 'Add Me'.

Clerk / Nurse clicks **Other Referral**

Referral Lookup

Search

Name	Mnemonic	Type	Specialty
	AADNNA0001	Nurse Practitioner	Nurse Practitioner
Aamir,Sumera, MRTT	AAMISU01HW	Medical Radiation Tech...	Radiology
	AARTHA01HW	Medical Radiation Tech...	Radiology
	AASHLI0001	Physician	Referring
	ABADWA0001	Physician	Dermatology
	ABAROK0001	Physician	Referring
Abawi,Blake, MD	ABAWBL0001	Physician	Family Practice
	ABBAZA0001	Physician	Family Practice
	ABBAWA0001	Physician	Family Practice
	ABBAIR0001	Physician	Family Practice
	ABBAVI0001	Physician	Family Practice
	ABBOKR01RV	Registered Practical N...	Nursing
	ABBOCA01HW	Registered Nurse	Nursing
	ABBOCH01RV	Registered Practical N...	Nursing
	ABBOJA01CG	Physiotherapist	Physiotherapy
	ABBOLA0001	Physician	Referring
	ABBOMI0001	Physician	Referring
	ABBORA0001	Physician	Family Practice
	ABBRDA01RV	Registered Nurse	Nursing
Abd El Mesih,Sameh Abd El Mes, MD	ABDESA0001	Physician	Family Practice
	ABDARU0001	Physician	Referring
	ABDEFA0001	Physician	Obstetrics/Gynecology
Abdel Malek,Amal Makram Abd, MD	ABDEAM0001	Physician	General Practitioner
	ABDEWA0001	Physician	Family Practice
Abdel Meguid,Abdel Meguid, MD	ABDEAB0002	Physician	Referring

No items selected

Known Providers

All Providers

By Service

By Provider Group

By Provider Type

By Specialty

Outside Provider Group

Other Referral

Identifier

Mnemonic

Name

Any Word

Clerk / Nurse clicks **Other Referral**

- Fill out the NAME of the clinic and any notes that are applicable, click **OK**

Referral Lookup

* Name
Fracture Clinic

Email
Phone
Direct Address
Address

Note
Appointment will be arranged by the clinic. Clinic should call you by Sep 22nd otherwise please contact the clinic directly at 555-555-5555

1 Selected Items

	Referral	Referral Type
<input checked="" type="checkbox"/>	Referral	Referral Type
<input checked="" type="checkbox"/>	Fracture Clinic	Other

Known Providers
All Providers
By Service
By Provider Group
By Provider Type
By Specialty

Outside
Provider Group

Other Referral


Identifier
Mnemonic
Name
Any Word

Add Me Cancel OK

If the date / time is known, the clerk can click the clock beside the referral

EMU

Outpatient Clinic and/or Office Appointment

Fracture Clinic (Other) 

Add Remove Add Me

Click Calendar – enter the date/time and then click OK

Date / Time ✕

September 2021							Hour		Min
Sun	Mon	Tue	Wed	Thu	Fri	Sat	00	12	00
5	6	7	8	9	10	11	01	13	05
12	13	14	15	16	17	18	02	14	10
19	20	21	22	23	24	25	03	15	15
26	27	28	29	30			04	16	20
<<	<	Today			>	>>	05	17	25
							06	18	30
							07	19	35
							08	20	40
							09	21	45
							10	22	50
							11	23	55

*Date
 Time

Now Cancel OK

Click Save - now the clinic information for the patient is in the discharge plan.

Outpatient Clinic and/or Office

Appointment

[Add](#) | [Remove](#) | [Add Me](#)

Patient Disposition

- Leave Against Medical Advice
- Absent Without Leave
- Cadaver Organ Tissue Retrieval
- Died while on Pass or Leave
- Died in Facility
- Home with Support
- Private Home No Support
- Medical Assist in dying
- No Return from Pass or Leave
- Suicide in Facility
- Suicide out of Facility
- Transfer Correctional Facility
- Transfer to Grp or Supp Living
- Transfer to Residential Care
- Transfer to Acute Facility
- Transfer to Outpatient Clinic

To Institution

Care Team | Discharge History | Print Packet | Print By Type | Reports Cancel Save