CARE4 MODULE NAME: Sending Your Document to a Physician NOT in Expanse

Overview

When physicians document via Front End Dictation (through MEDITECH), they have the functionality within the system to ensure that a specific physician gets a copy of the report. If the receiving physician is not listed in the database, then the steps below can be followed by the sending physician to ensure the individual gets a copy of the report.

1. The sending physician clicks the "sign button" after completing their document

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		Preview	Rapid Entry		Save	G		0
Author: James Castillo, MD Note Proc MDM					Last Saved at 30/08/2021 15:26	O 32, 1	M,Fifteen F · 17/06/198 HCN# None	89 🦾
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> Procedures						(INSTRUCTIONS)		T TAKEN
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2. The sign overlay appears. The physician then clicks the "Other" magnifying glass in the additional copies to section.

Submit OM,Fiften 32 F 17/06/1989 Allergy/Adv: Penicilins	Cancel Sign
Signers	
Q Other	
Encounter Date/Time	
* Document Specialty Ambulatory Clinic Cardiology Internal Medicine Nursing Paediatrics Q. Other	
Additional Copies To	
James Castillo (Adm) Ontario Health Insrnc Plan Q. Other	

3. This launches another search box; click on the magnifying glass

Submit 0M,Fifteen 32 F 17/06/1989 Allergy/Adv: Penidilins	Cancel	Sign
Signers a other		
Encounter Date/Time		
Cordiology Internal Medicine Nursing Paediatrics Q Other		
Additional Copies To James Castillo (Adm) Ontario Health Insmc Plan Providers ✓ Search Providers		



4. Search for the receiving physician; if no results show up, click close. If the correct physician shows up, select the physician, and sign the report. Otherwise continue onto step 5. Note: use the Up and Down arrow key on your keyboard to cycle through the entries.

Provider Lookup by Name			CLOSE
Name			
Phone			
License			
Filters Remove Filters		No results to display	
Language			
Sex Male Female On Staff Yes No Admit Priv Yes No Scribe Elig Yes No			
Provider Group			
Provider Specialty			
Provider Service	Address	Admit Privileges	
Bravider Tura		On Staff	
Provider Type	City, Province, Postal	Provider Group	
	Phone, FAX	NPI Number	
		Specialty	
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5. Enter in the receiving physician's name and their CPSO number (please reference the CPSO website). This free text field will go to a person in Informatics to follow up on the request. If the physician is NOT in the system, the Informatics Department will add their entry into the database and ensure that the physician gets a copy of the report.

Submit OM,Fifteen 32 F 17/06/1989 Allergy/Adv: Penkillins	Cancel	Sign
Signers		
Q Other		
Encounter Date/Time		
30/08/2021 15:25		
* Document Specialty		
Ambulatory Clinic Cardiology Internal Medicine Nursing Paediatrics Q Other		
Additional Copies To		
James Castillo (Adm) Ontario Health Insrnc Plan Providers - James #1234 Q		
Add Recipient - "James #1234"		

