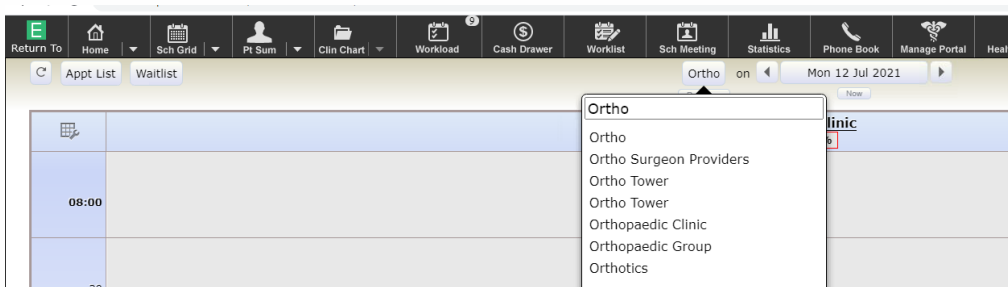


CARE4 MODULE NAME: AMBULATORY

AMB Future Booked Appointment with Orders

Note: The future appointment with order can be booked at the end of a visit or the clinic clerk may receive a list from the physician's office outlining the future appointment date with required order.

- Open schedulers Desktop -> Resource Group.
- Choose appropriate clinic resource group (E.g., HHCC: Ortho, CGMH: Orthopaedics, RVH: Fracture)



- Find the future visit date/time and right click on that block
- Click on the Full Book button



- Enter Patient Identifier HC#, DOB, last name, first name
- Perform Patient Lookup search to find the correct patient. Enter/validate as much information as possible to ensure you select the correct patient. Select appropriate patient. If patient does not exist in the system, Select New Patient.

Full Book

Appointment Patient Search by Best Match

Best Match

Name	DOB & Birth Sex	Address & PCP
AMB, TWO	17/05/1985 F	205 GEORGIAN DRIVE

- Choose appropriate appointment
- On the Visit Reason field. Enter the appointment type plus additional pertinent information
- Insert any comments for clinical staff if applicable
- Click on Book Sch to save booking

Full Book

Appointment

*Facility: Headwaters Health Care Ctr AMB

*Date/Time: 20/07/2021 10:00

*Appointment: Exam Ortho

*Location: Orthopedics

*Duration: 20

*Reg Type: Ambulatory Office Visit

*Visit Reason: Exam Ortho R Arm Fracture

*Referring Physician: Giridhar, Smitha

- If any warnings pop up-review to make sure booking is correct
- Clerk will get a confirmation that the appointment has been booked

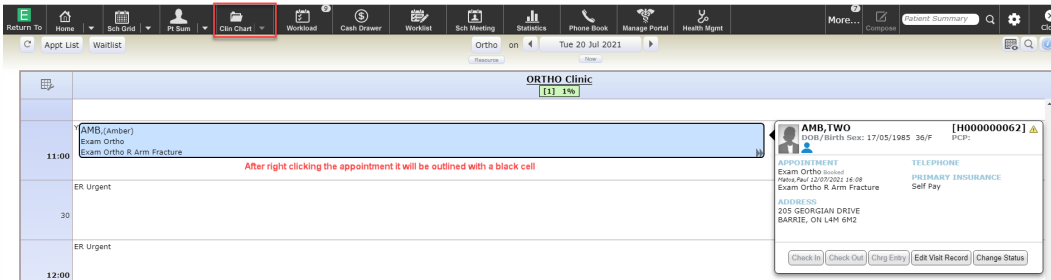
Appt List

Ortho on Tue 20 Jul 2021

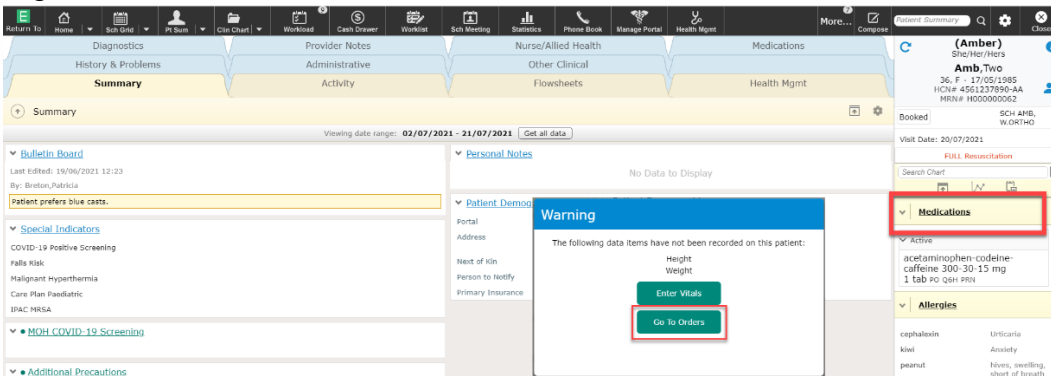
Resource	Time	Appointment
ORTHO Clinic	11:00	AMB, (Amber) Exam Ortho Exam Ortho R Arm Fracture

IMPORTANT

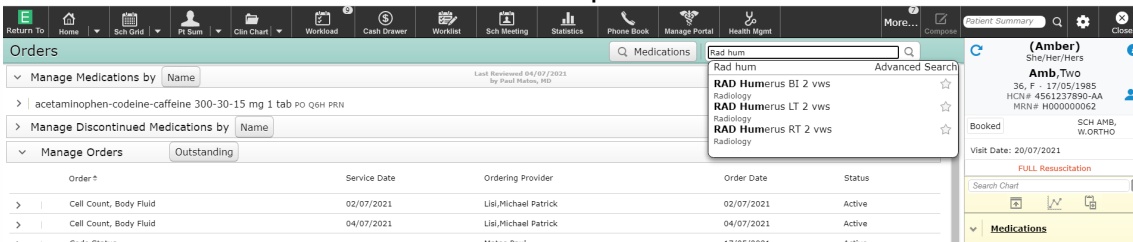
- After appointment has been booked, the **Clerk right clicks on the appointment** and navigates to patients Clinical Chart (Black Navigation Toolbar)



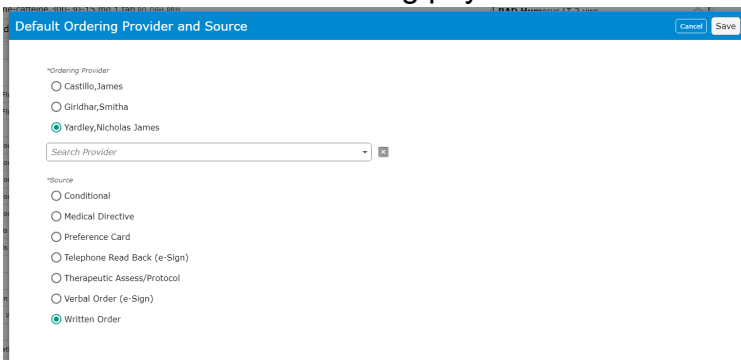
- From the Clinical Chart the Clerk clicks on the Medications widget on the reference region and selects orders to launch the orders routine.



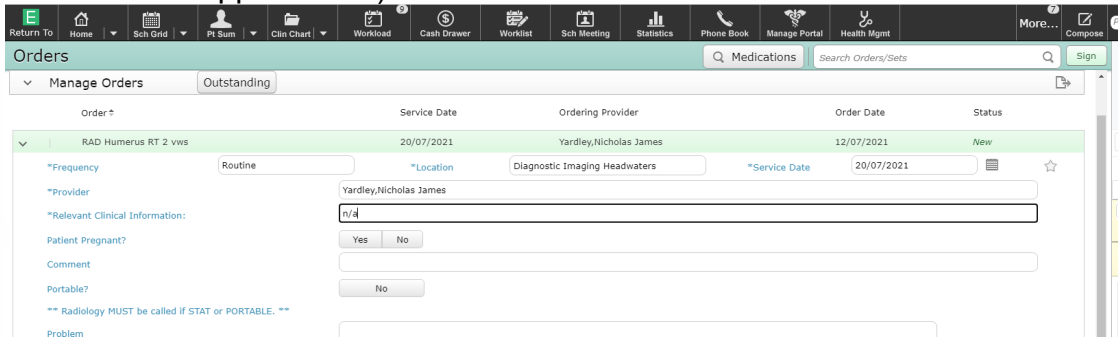
- In the Order routine the clerk searches for the order to be entered on the search/order/sets field and selects it from the drop down list



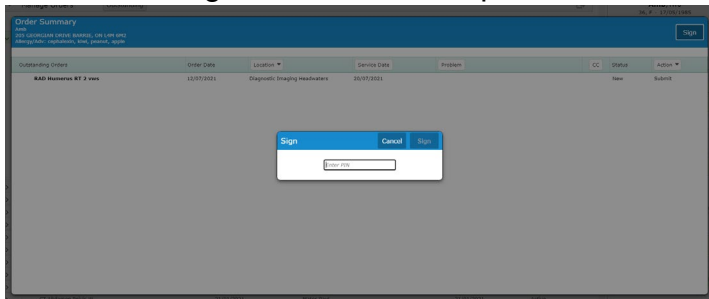
- The Clerk enters the ordering physician and order source



- Review order information by clicking the chevron to the left of the order name:
 - Ordering location should be the sites imaging department (this should be predefined)
 - Order Service Date: set to future visit date (the date the patient will be coming in for the appointment)



- Clerk clicks Sign and enters their pin



- If the future visit was booked and the end of the current visit, the clerk would provide the patient the future visit date appointment details.

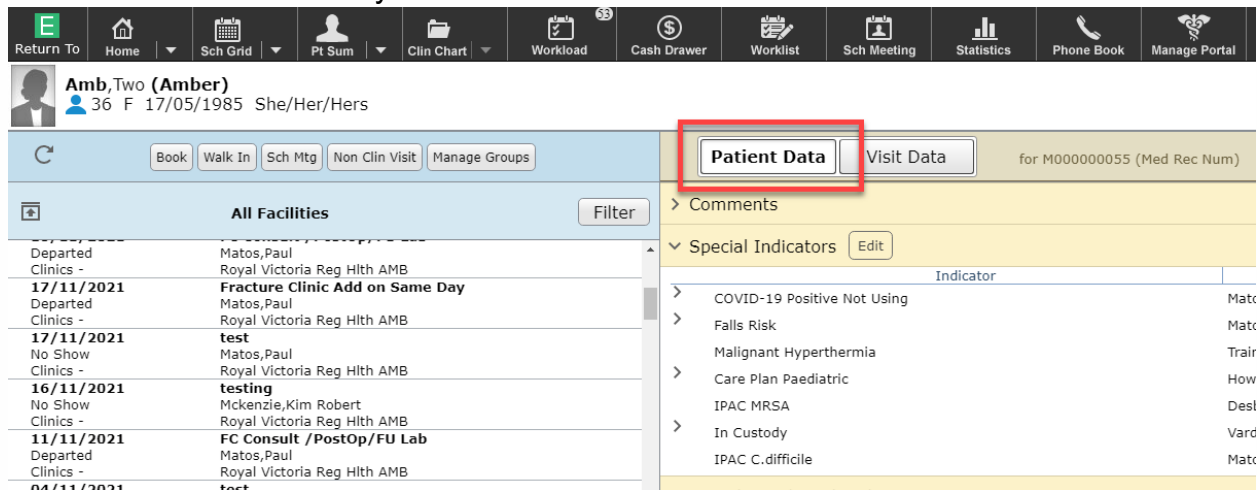
ADDING AN ORDER TO A PATIENT FROM PATIENT SUMMARY SCREEN

NOTE: It's extremely important to ensure you are in VISIT DATA view and entering the order under the account associated to the patients visit.

- When searching for the patient from the Patient Summary search field or by selecting Pt Sum from the navigation bar:

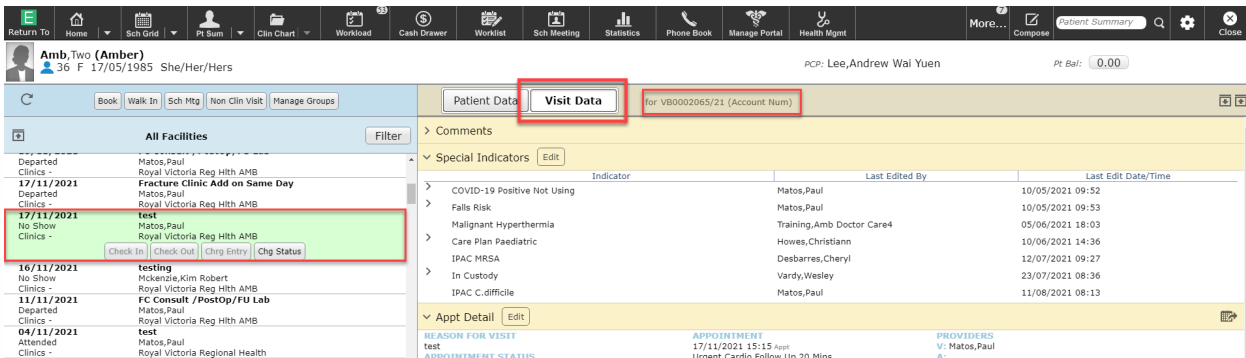


- Users are automatically launched into the Patient Data view



Indicator	
COVID-19 Positive Not Using	Matc
Falls Risk	Matc
Malignant Hyperthermia	Trair
Care Plan Paediatric	How
IPAC MRSA	Desl
In Custody	Vard
IPAC C.difficile	Matc

- Selecting the visit date on the left side will ensure you are attaching the order to the correct visit date and account for the patient. This will also change the view from Patient Data to Visit Data.



Indicator	Last Edited By	Last Edit Date/Time
COVID-19 Positive Not Using	Matos,Paul	10/05/2021 09:52
Falls Risk	Matos,Paul	10/05/2021 09:53
Malignant Hyperthermia	Training,Amb Doctor Care4	05/06/2021 18:03
Care Plan Paediatric	Howes,Christiann	10/06/2021 14:36
IPAC MRSA	Desbarres,Cheryl	12/07/2021 09:27
In Custody	Vardy,Wesley	23/07/2021 08:36
IPAC C.difficile	Matos,Paul	11/08/2021 08:13

- Once the correct visit date is selected you can select the Clinical Chart button on the navigation bar to enter the Order. **SEE STEPS ABOVE**

NOT FOLLOWING THESE STEPS WILL PREVENT THE ORDER FROM CROSSING TO IMAGING OR LAB DEPARTMENT