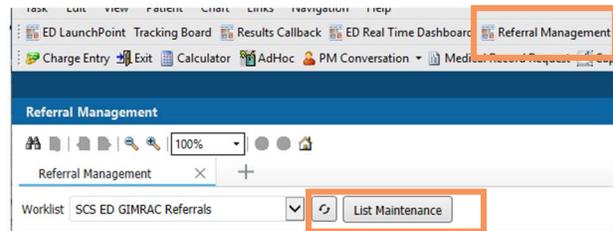


WARD CLERK-REFERRAL PROCESSING

In PowerChart, click on Referral Management



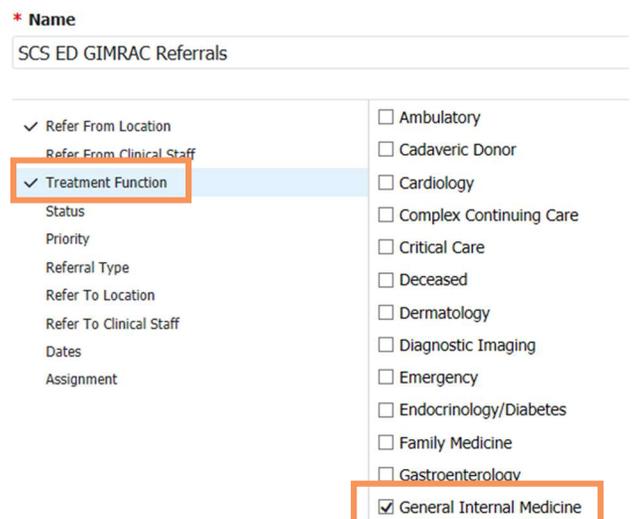
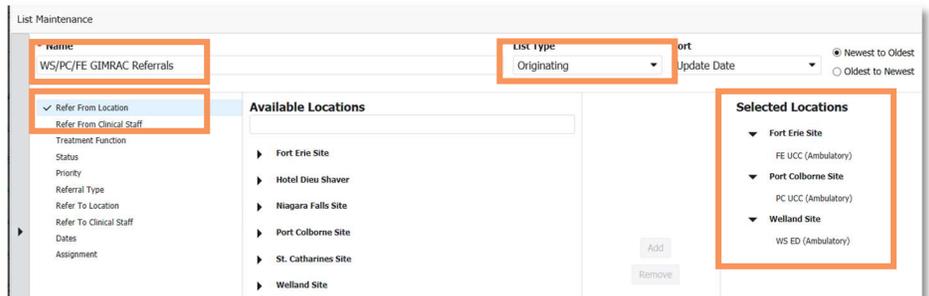
Set up an Originating Referral List.

Note: this list only needs to be created once.

1. Click on **List Maintenance** and click on the **Add** button.
2. Give the name a list: **WS GIMRAC** or **SC GIMRAC**.
3. Pick the **Originating List type**.
4. Click on the **referral list maintenance location**.
 - a. click on **Refer from Location**
 - b. **search** and add the EDs and UCCs
5. Click on **Treatment Function**.
6. Select **General Internal Medicine** to filter your list to referral only for the Requested Service of General Internal Medicine and click **save**.

Note: this will filter out referral for other services

7. Close your List maintenance and choose the list from your dropdown menu.





ED GIMRAC REFERRAL ORDER HOSPITAL INFORMATION SYSTEM (HIS)

8. Click on the **Status** column to filter your referrals by Status.

Patient	Referred By	Referred To	Assigned To	Requested...	Indicators	Insurance	Status	Priority	Last Update...	Requested...	Service
ZZTEST, OREO 34 yrs F	NHS Test01, P... 04/11/2024 21...	General Intern...		General Intern... Referral to the...			Not Started	Urgent (within...	04/11/2024 21...	04/11/2024	

9. Select your patient, by clicking in the **blue box** (not on the patient's name) to launch into the referral.

Patient	Referred By	Referred To	Assigned To	Requested...	Indicators	Insurance
ZZTEST, OREO 34 yrs F	NHS Test01, P... 04/11/2024 21...	General Intern...		General Intern... Referral to the...		

10. Confirm the details of the referral.

11. Click **edit** to change any details needed on the referral

ZZTEST, NIKOLE
32 yrs Female DOB: 12 NOV 1991

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: Not Started Edit

Substatus: -- Edit

Unassigned Assign to me Assign Case Number: 248329

Summary Comments Documents Insurance Scheduling

Case Details

Medical Services: Cardiology
Referral Reason: Heart Catheterisation
Qualified Reason: --
Treatment to Date: --

Referral Types: --
Referral from Location: St. Catharines St/SC-04
Referral Written Date: 11/06/2024

Requested Start Date: 11/06/2024
Service By Date: --
Refer to Provider: --
Refer to Location: Hamilton General Hospital Heart Investigation Unit
PC Referrals: --

Priority: Standard
Instructions to Staff: Refer to Hamilton General Hospital Heart Investigation Unit PC Referrals
Order Comment: --

Patient Information

Preferred Method of Contact: -- Home Phone: -- Mobile Phone: -- Business Phone: --
Home Address: --

Buttons: Start Referral, Edit

12. Click the **Documents** tab.

13. Add any documents needed for the referral.

14. Click **Start Referral**.

15. Click **Generate**.

ZZTEST, NIKOLE
32 yrs Female DOB: 12 NOV 1991

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: Not Started Edit

Substatus: -- Edit

Unassigned Assign to me Assign Case Number: 248329

Summary Comments Documents Insurance Scheduling

Case Details

Medical Services: --
Referral Reason: --
Qualified Reason: --
Treatment to Date: --

Buttons: Start Referral, Edit, Generate

16. Click **Send**.

Referral Summary

Case Details

Medical Services: General Internal Medicine
Referral Reason: Referral to the Welland GIMRAC Clinic (IC-...)
Qualified Reason: --
Treatment to Date: --
Referral Type: Consult Only

Referral from Provider: NHS Test01, Physician - Internal Me...
Referral from Location: Welland Site
Referral Written Date: 11/04/2024
Requested Start Date: 11/04/2024
Service By Date: --

Referral to Provider: --
Referral to Location: General Internal Medicine Rapid Ass...
Priority: Urgent (within 72 hours)
Instructions to Staff: --

Attached Documents

Date	Subject	Author	Type	Source
11/04/2024	Transition of Care/Referral Summary	NHS Test01, HUC - Emergency	Transition of care/Referral summary	CAMH

Transition of Care generated successfully.

Buttons: Cancel, Send

This will send the Referral to the SC GIMRAC or WS GIMRAC Clerical Staff. They will work with the clinic staff to Triage the referrals, book the patients and call the patients with the appointment.