

Ontario Health at Home Referral Process – Unit Clerk/Charge Nurse

To send a referral, if not already done, the unit clerk/charge nurse will need to set up an Originating Referral List.

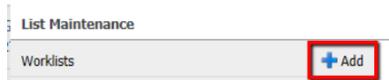
Originating Referral List

The originating referral list is the list to manage the location the referral is being sent to. “Generated From”

1. Navigate to Referral Management
2. Go to List Maintenance



3. Click Add



4. You need to create an originating. Name your list to indicate which one it is.

le: SCS Inpatient Referral List


 A screenshot of the 'List Maintenance' form. The title bar reads 'List Maintenance'. The form has two main fields: a text input field labeled '* Name' containing 'SCS Inpatient Referrals.' and a dropdown menu labeled 'List Type' set to 'Originating'.

5. After choosing the type of list and naming it, you need to select the locations to associate. Click the locations you want added and click “Add” to move them over to the selected locations box. You can add additional criteria to the list like specific providers, statuses, etc. by clicking each on each item in the left-hand column and selecting the check box.

Inpatient Referral Order Process HIS Tip Sheet

List Maintenance

* Name: SCS Inpatient Referrals. List Type: Originating Sort: Update Date Newest to Oldest Oldest to Newest Default Worklist

Refer From Location	Available Locations	Selected Locations
<ul style="list-style-type: none"> Refer From Clinical Staff Treatment Function Status Priority Referral Type Refer To Location Refer To Clinical Staff Dates Assignment 	<ul style="list-style-type: none"> SC 1AA (Ward) SC 1BA (Ward) SC 1BB (Ward) SC 1MA (Ward) SC 2AA (Ward) SC 2AASU (Ward) SC 2AB (Ward) SC 2AC (Ward) SC 2AD (Ward) SC 2BA (Ward) SC 2BB (Ward) SC 2BC (Ward) SC 2BD (Ward) SC 2DFDS (Ward) SC 2DFLX (Ward) SC 2DFPR (Ward) SC 3AA (Ward) 	<p>No Selected Locations</p>

Page 1 of 1 First < Previous Next > Last

Delete Cancel Save Done

6. When you are done creating your list, select **Save** and then **Done** and close out of list maintenance

List Maintenance

* Name: SCS Inpatient Referrals. List Type: Originating Sort: Update Date Newest to Oldest Oldest to Newest Default Worklist

Refer From Location	Available Locations	Selected Locations
<ul style="list-style-type: none"> Refer From Clinical Staff Treatment Function Status Priority Referral Type Refer To Location Refer To Clinical Staff Dates Assignment 	<ul style="list-style-type: none"> BALSAM HEALTHCARE Fort Erie Site Hotel Dieu Shaver Niagara Falls Site Port Colborne Site St. Catharines Site Welland Site 	<ul style="list-style-type: none"> St. Catharines Site <ul style="list-style-type: none"> SC 2AA (Ward) SC 2AASU (Ward) SC 2AB (Ward) SC 2AC (Ward) SC 2AD (Ward) SC 2BA (Ward) SC 2BB (Ward) SC 2BC (Ward) SC 2BD (Ward)

Page 1 of 1 First < Previous Next > Last

Delete Cancel Save Done

Inpatient Referral Order Process HIS Tip Sheet

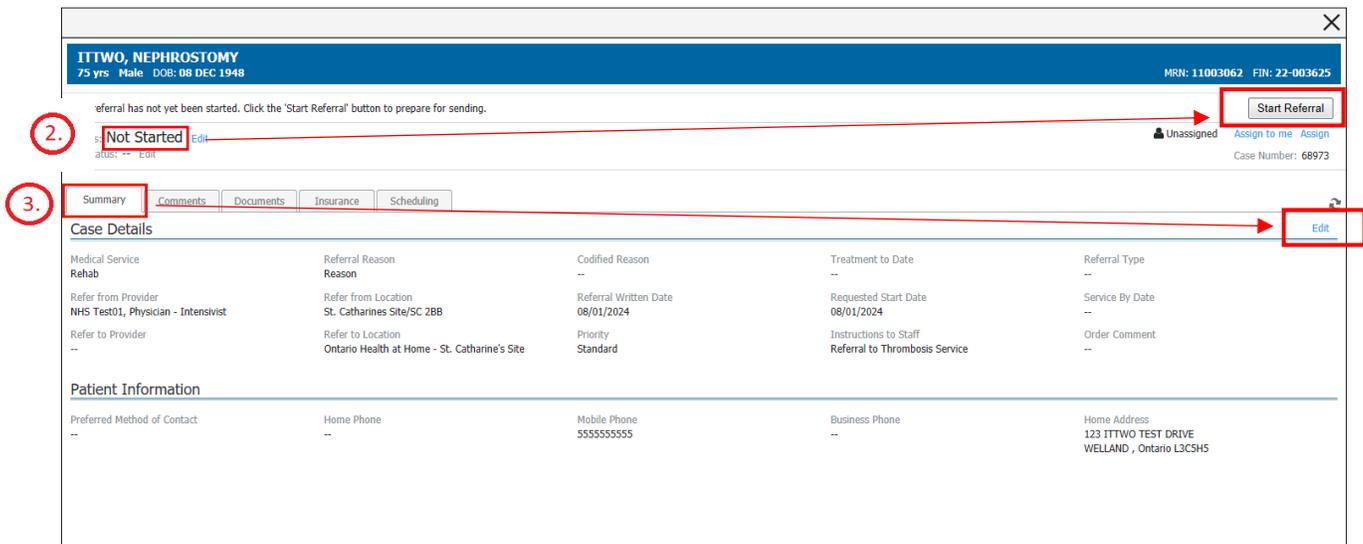
REFERRAL: SENDING AN EXTERNAL REFERRAL

1. Find the patient within the referral list and click on the row to expand the case details. ****Do not click on the patient name, click on the blank area within the box.**



Patient	Referred By	Referred To	Assigned To	Requested S...	Indicators	Insurance	Status	Priority	Last Update...	Requested S...	Service
*ITW, NEPHROSTOMY 75 yrs M	NHS Test01, Physician - Intensivist 01/08/2024 14:48	Ontario Health at Home - St. C...		Rehab Reason		MINISTRY OF H...	Not Started	Standard	06/11/2024 20:19	01/08/2024	
*ITTHREE, CARDIOLOGY 71 yrs M	NHS Test01, Physician - Cardiovascular 27/09/2024 16:06	Ontario Health at Home - St. C...		Rehab cardiac rehab fo...		MINISTRY OF H...	Not Started	Standard	06/11/2024 20:13	27/09/2024	

2. At this time, the referral is in a “Not Started” state. In the upper right-hand corner click “Start Referral”
3. If the provider didn’t specify where to send the referral or more information is needed, on the **Summary** tab click “Edit” and fill in any of the missing information. If additional information is needed, contact the provider.



ITW, NEPHROSTOMY
 75 yrs Male DOB: 08 DEC 1948 MRN: 11003062 FIN: 22-003625

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

Status: **Not Started** Edit

Buttons: Unassigned Assign to me Assign Case Number: 68973

Start Referral

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service	Rehab	Referral Reason	Reason	Codified Reason	--	Treatment to Date	--	Referral Type	--
Refer from Provider	NHS Test01, Physician - Intensivist	Refer from Location	St. Catharines Site/SC 2BB	Referral Written Date	08/01/2024	Requested Start Date	08/01/2024	Service By Date	--
Refer to Provider	--	Refer to Location	Ontario Health at Home - St. Catharine's Site	Priority	Standard	Instructions to Staff	Referral to Thrombosis Service	Order Comment	--

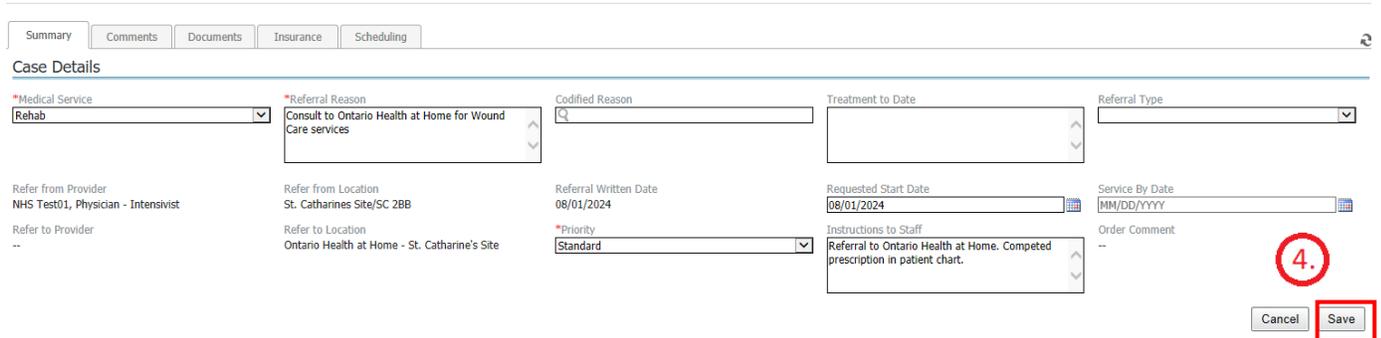
Patient Information

Preferred Method of Contact	--	Home Phone	--	Mobile Phone	5555555555	Business Phone	--	Home Address	123 ITTWO TEST DRIVE WELLAND, Ontario L3C9H5
-----------------------------	----	------------	----	--------------	------------	----------------	----	--------------	---

Edit

4. Once all information is confirmed and edits are done, select the Save button.

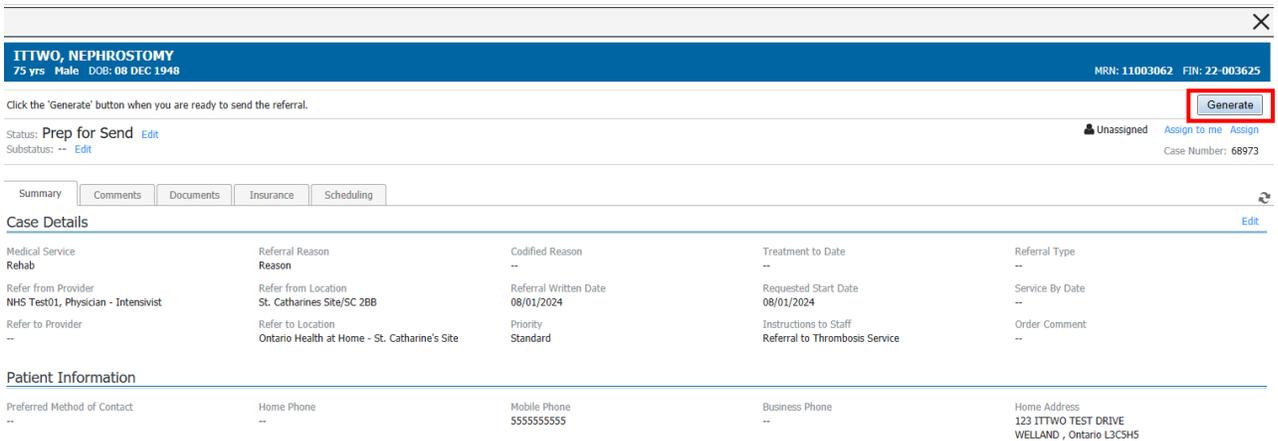
Inpatient Referral Order Process HIS Tip Sheet



- You can attach documents to the referral by clicking the Documents tab and adding the documents you would like to add

NOTE: The Ontario Home Health at Home paper requisition will still need to be completed by the prescriber. Once completed and a scanner is available on your unit, it can be scanned into the chart and then attached to the referral. This will save the Referral form in the documents section of the chart. If no scanner available, ensure that the paper requisition form is in the patient's physical chart

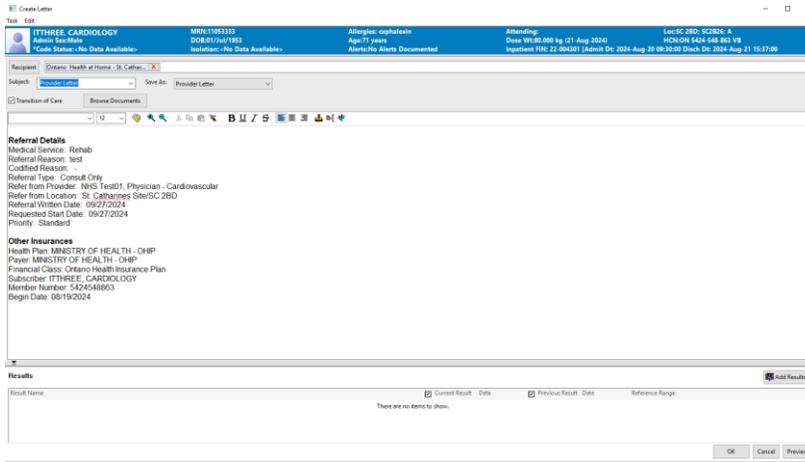
- Once you have the information needed, click "Generate" and Send.



- The Ontario Health at Home referral is an external referral process, the user will be prompted to create a Provider Letter. (see Provider Letter Tip Sheets for more details)



Inpatient Referral Order Process HIS Tip Sheet



- 8. The Ontario Health at Home location that the Provider is referring to will automatically pull into the Recipient field with their contact information. Click "Recipient" to review the information.
- 9. Once you have reviewed the information needed within the letter you can preview the letter and click "Ok" to send it



- 10. Status of the referral will update to "Sent"

Status: **Sent** Edit
Substatus: -- Edit