

## DUNNVILLE ORTHO ED REFERRALS HOSPITAL INFORMATION SYSTEM (HIS)

### RECEIVING A DUNNVILLE ORTHO ED REFERRAL

#### Welland Patient Registration:

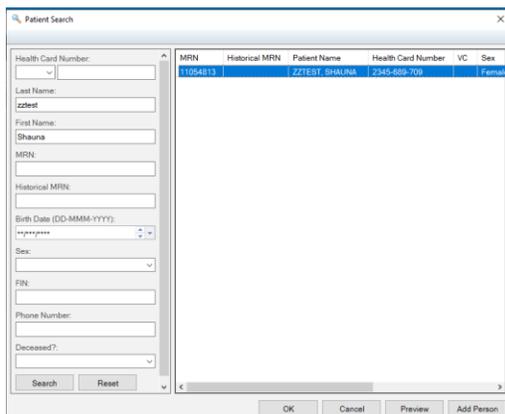
1. Dunnville Hospital will call NH Registration at the Welland Site.
2. Registration will look to see if the patient exists in the system
3. Registration will add a “Add/Modify Person” if patient does not exist
4. If Patient exists; Registration will validate Patient Information
5. Once patient is in the EMR, Registration will transfer the call to Welland ED Clerks to Inbound a new referral and get the patient booked.

#### Welland ED Ward Clerks:

1. Choose Ortho Referral List and click the Add Inbound Referral to add referral to the list.



2. Search for your patient in Smart ID using the First Name, Last Name, Date of Birth and Gender. Select the correct one and click “OK”.



2. Go to the Case Details tab and fill in the required fields based on the referral information while on the phone with Dunnville Hospital.

Add Referral - ZZTEST, SHAUNA 02/02/1984

1. Patient Information → 2. Documents/Case Details → 3. Finalize

Documents Case Details

Referral Type

Refer from Provider

Refer from Location

\*Referral Written Date  
11/06/2024

Requested Start Date  
MM/DD/YYYY

Service By Date  
MM/DD/YYYY

\*Refer to Provider  
Not Specified

\*Refer to Location  
Orthopaedic Clinic WS

\*Priority  
Urgent (within 72 hours)

Complete the refer to provider by selecting the magnifying glass, changing to practice site and search for NF or WS Ortho Clinic.

(see ED Ortho tip sheet)

- Once the required fields are populated, click "Next"
- Then choose "Accept Referral" and select a "PreReg". Click Submit.

Add Referral - ZZTEST, SHAUNA 02/02/1984

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Status:  
Pending Acceptance Accept Referral Reject Referral

Encounter Information

Create  Select Encounter

\*Type  
PreReg

\*Location  
WS ORTHO

Submit

- Click Submit in the bottom right corner.

Next Cancel Submit

- Refresh the screen and Referral will populate on your list.

Referral Management × +

Worklist NF/WS ED Ortho Referral

Refresh Button

Patient	Referred By	Referred To
*ZZTEST, SHAUNA 40 yrs F	06/11/2024 00:00	Orthopaedic Clinic...

- Click in the blue box of the referral (not patient name) and follow the Ortho Ed Scheduling process.

- Refer to scheduling tip sheets for how to schedule appointments.

- Provide Dunnvillle with Appointment Information. If No ED appointments are available provide the name and number of the "on-call" ortho for Dunnvillle to connect with.