



# DUNNVILLE ORTHO ED REFERRALS HOSPITAL INFORMATION SYSTEM (HIS)

## RECEIVING A DUNNVILLE ORTHO ED REFERRAL

### Welland Patient Registration:

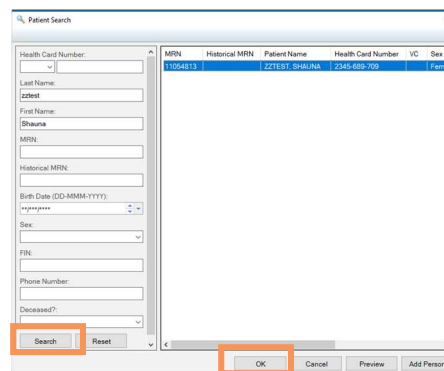
1. Dunnville Hospital will call NH Registration at the Welland Site.
2. Registration will look to see if the patient exists in the system
3. Registration will add a **“Add/Modify Person”** if patient does not exist
4. If Patient exists; Registration will validate Patient Information
5. Once patient is 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.



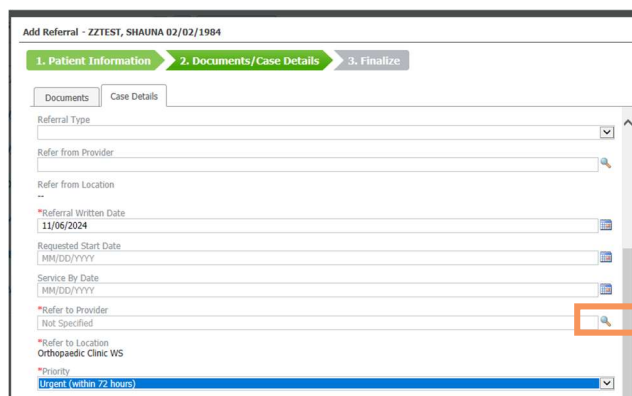
2. Search for your patient in Patient Search using the First Name, Last Name, Date of Birth and Gender.  
Click Search.  
Choose the correct person and click **OK**.



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

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 Referral Order tip sheet)





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

Add Referral - ZZTEST, SHAUNA 02/02/1984

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

Status: Pending Acceptance **Accept Referral** Reject Referral

Encounter Information

Create  Select Encounter

\*Type: **PreReg** \*Location: WS ORTHO

**Submit**

REFERR TO PROVIDER REFERR TO LOCATION

- 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  \*Maintenance

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

Refresh Button

- 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. Visit: <https://www.niagarahealth.on.ca/site/tip-sheets-clerical>

- Provide Dunnville with Appointment Information.

**Note:** If No ED appointments are available provide the name and number of the “on-call” ortho for Dunnville to connect with.