

ED GIMRAC REFFERALS HOSPITAL INFORMATION SYSTEM (HIS)

ED GIMRAC-SCHEDULING THE APPOINTMENT

FOR SCS and WS GIMRAC Clerical Staff: ONLY DOING THE BOOKINGS

* Refer To Loca

Refer To Clinical Sta

Treatment Function Status Priority Referral Type Refer From Clinical Dates Assignment GIMR

Outpatient Clerks will set up a GIMRAC Receiving Referral list.

- 1. Click on List Maintenance.
- 2. Click on Add List.
- 3. Give the List a Name.
- 4. Select Receiving List Type.
- 5. Click on **Refer to Location**—search for **GIMRAC** and click **add**.
- Click save in bottom right corner and close the list.
- Once your list is set up choose the list from the drop-down menu and all the referrals for GIMRAC will populate on the list.

g Referral list. List Maintenance Worklists + Add Clinical Nutrition Fort Erie Gimrac orginating referral Name Ukt Type Receiving Referral

Selected Locations

Norkist GIMRAC Receiving Referrals	List Maintenance							Add Inbound Referral					
Patient	Referred By	Referred To	Assigned To	Requested Serv	Indicators	Insurance	Status ^	Priority	Last Updated D	Requested Start	Service By Date		
SMITH, KLOE 44 yrs F	Setrak, Rafi, MBCh 03/11/2024 16:44	General Internal M		General Internal M aetheqtyqyq64y4w6y	D		Accepted	Standard	03/11/2024 20:07	03/11/2024			
*ZZTEST, HAPPY 29 yrs F	NHS Test01, Physi 11/06/2024 14:40	General Internal M		Orthopaedic Surgery Bleeding in early pr	D		Accepted	Standard	29/10/2024 10:09	11/06/2024			
*ZZTEST, OREO 34 yrs F	22/10/2024 00:00	General Internal M		Ambulatory test	D		Accepted	Next available appo	22/10/2024 13:45				
ITONE, CARDIOLOGY 71 yrs M	24/06/2024 00:00	General Internal M	NHS Test02, Reg/S	General Internal M Fatigue	-	MINESTRY OF HEA	Patient Seen 24/06/2024 13:40	Urgent (within 72 h	24/06/2024 13:03				
*ZZTEST, OREO 34 yrs F	NHS Test01, Physi 04/11/2024 21:06	General Internal M		General Internal M Referral to the Well	6	-	Pending Acceptance	Urgent (within 72 h	04/11/2024 21:27	04/11/2024			
*ZZONC, STRAWBERRYMILKMOB 27 yrs F	Caetano, Helen Ma 25/10/2024 00:00	General Internal M		Ambulatory test		MINESTRY OF EA	Pending Acceptance	Standard	25/10/2024 08:54				
TESTNUTRITION, LEZLIE 44 yrs F	21/10/2024 00:00	General Internal M		Ambulatory test		MINESTRY OF	Product transformer	Bare and bla cons	21/10/2024 11:21				
*ZZONC, DONNA 57 yrs F	NHS Test01, Physi 11/05/2024 22:57	General Internal M		Neonatology transition of care	D	CANADA LIFE ASS	Pending Acceptance	Standard	24/06/2024 09:40	11/05/2024			
EDREGIONAL, CHESTPAIN 50 yrs M	Setrak, Rafi, MBCh 03/11/2024 19:34	General Internal M		General Internal M GIMRAC TEst	5	MINESTRY OF HEA	Scheduled 04/11/2024 11:10	Urgent (within 72 h	03/11/2024 19:38	03/11/2024	14/11/2024		
TEST, LEZLIE 54 yrs F	14/06/2024 00:00	General Internal M		General Internal M fatigire		MINISTRY OF HEA	Scheduled 06/08/2024 08:00	Urgent (within 48 h	27/06/2024 11:49				

Open the **Pending Acceptance Referrals** and review the referral from location and refer to location.

Note: SC Referrals will be booked by Samanatha Kutrowksi at SC GIRMAC during the day and she will call the patient with the appointment.

WS/PC/FE Referrals will be booked by Mary Frattaroli as Welland site during the day and she will call the patient with an appointment.

8. Click **Accept** to accept the Referral.







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Encounter Information

ocation

Submit

9. The Encounter Information Drop Down window will open. Select **PreReg** and **submit**.

NOTE: all referrals will say SC GMRAC at this point this location can be changed when scheduling

This will change the referral to Accepted.

10. To schedule click the Schedule Tab and New Appointment, which will launch into the scheduling application.

ZZTEST, OREO	
A gas manum doc as a second seco	Lings of the Assign to me Assign Assign to me Assign Assign to me Assign
Summary Comments Documents (1) Insurance Scheduling Associated Appointment	
No Appointment Associated	New Appointment

Create
Select Encounter

Type

PreReg

Steps to Schedule the Appointment

- Choose the Appointment Location; both WS GMRAC and SC GMRAC can be booked to.
- 2. Choose the Appointment Type.
- 3. The patient's name will pre-populate from the referral.
- 4. Complete the reason for referral.



5. Click **Move** and the patient will move to the right-hand column and is ready to be scheduled.

6. Click on the **suggest** button and the suggested schedules screen will populate.

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7. Add the Criteria you would like to search by i.e.: date range and days of the week.

8. Click the **Suggest** button and a list of available GIMRAC appointments will populate.

9. Double click the first available appointment and click **OK** in bottom right.

10. Click on the **+ sign** beside the resource and patient to see the appointment you have chosen.

11. Click on the **confirm** button and an appointment confirmation will open and can be printed.

12. Call the ED with the appointment date and time.

13. Click **OK** and scheduling is complete.

Once scheduled the referral will drop off your Referral List.

14. Move on to the next Referral.

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Suggest	ed Schedules													?	×
	Patient	Appointment Location	Appointment Type	Primary Order	Scheduled Dat	e/Time F	Patient Duration								
	ZZTEST, OREO	SC GMRAC	GIMRAC Consult			() Minutes								
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iggest Ci	iteria Preferen	ices				Pat Dur	Pat Date/Time	Person	Appt Date/Time	Appt Type	Resource	Appt Loc	Primary Order	Resource	D D
Appointme	ent Date				-	30 Minu	tes 05/Nov/2024 - 11:10 AM	ZZTEST, OREO	05/Nov/2024 - 11:10 AM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	:3
Data ra	0.00	1/Nov/2024	14/Dec/202	4		30 Minu	tes 05/Nov/2024 - 12:40 PM	ZZTEST. OREO	05/Nov/2024 - 12:40 PM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	25
Date la						30 Minu	tes 05/Nov/2024 - 12:50 PM	ZZTEST, OREO	05/Nov/2024 - 12:50 PM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	15
) Schedu	le in: 1	🗘 Days 🗸	From: 05/Nov/202	4	-	30 Minu 20 Minu	tes 05/Nov/2024 - 1:00 PM	ZZTEST, OREO	05/Nov/2024 - 1:00 PM	GIMRAC Consult	SC GIMPAC	SC GMRAC		30 Minute	35
Date	N	and 2 Dave			-	30 Minu	tes 05/Nov/2024 - 1:10 PM	ZZTEST, OREO	05/Nov/2024 - 1:10 PM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	15
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Mon	Tue We	d Thu Ed	Set Sir	Exception		30 Minu	tes 05/Nov/2024 - 1:40 PM	ZZTEST, OREO	05/Nov/2024 - 1:40 PM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	es
1.7011			000	Cicopina		30 Minu	tes 05/Nov/2024 - 1:50 PM	ZZTEST, OREO	05/Nov/2024 - 1:50 PM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	es
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						30 Minu	tes 07/Nov/2024 - 11:10 AM	ZZTEST, OREO	07/Nov/2024 - 11:10 AM	GIMRAC Consult	SC GIMRAC	SC GMRAC		30 Minute	25
Schedul	e as visit within	1	day(s) 🗸												
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Schedul	e multiple persons t	o mixed Group Sessions													
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ZZTEST, OREO	Schedule
⊨ SilMRAC Consult ⊨ 👔 Current Schedule	Confirm
	Recur
SC GIMRAC (05/Nov/2024, 11:10 AM, 30 min.)	Suggest
ZZTEST, OREO (05/Nov/2024, 11:10 AM, 30 min.)	Request
	- Lower







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