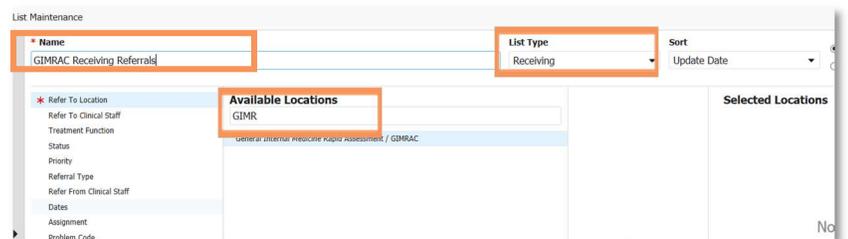
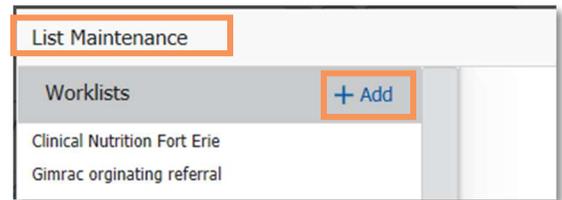


ED GIMRAC-SCHEDULING THE APPOINTMENT

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

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**.
6. Click **save** in bottom right corner and close the list.



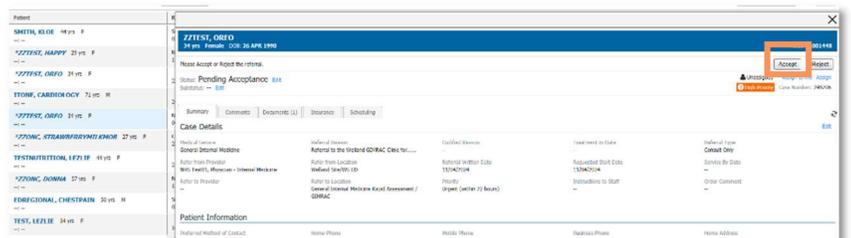
7. Once your list is set up choose the list from the drop-down menu and all the referrals for GIMRAC will populate on the list.

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	Satzka, Raf, MBCh, 03/11/2024 16:44	General Internal M.	General Internal M.	General Internal M. orthostrophicAnxiety			Accepted	Standard	03/11/2024 20:07	03/11/2024	
*ZZIEST, HAPPY 29 yrs F	NHS Test01, Phys., 11/05/2024 14:40	General Internal M.	General Internal M.	Orthopaedic Surgery Wound on each pt.			Accepted	Standard	26/10/2024 10:09	11/06/2024	
*ZZIEST, OREGO 34 yrs F		General Internal M.	General Internal M.	Ambulatory test.			Accepted	Next available appo.	22/10/2024 13:45		
ITONE, CARDIOLOGY 71 yrs M		General Internal M.	NHS Test02, Reg'S.	General Internal M. Fatigue		MINISTRY OF HEA.	Patient Seen	Urgent (within 72 h.)	24/06/2024 13:03		
*ZZIEST, OREGO 34 yrs F	24/06/2024 00:00	General Internal M.	General Internal M.	General Internal M. Referral to the Wait.			Pending Acceptance	Urgent (within 72 h.)	04/11/2024 21:27	04/11/2024	
*ZZONG, STRAWBERRYMIKANOB 27 yrs F	Castano, Helen Ma. 20/02/2024 00:00	General Internal M.	General Internal M.	Ambulatory test.		MINISTRY OF	Pending Acceptance	Standard	25/10/2024 08:54		
TESTNUTRITION, LEZLIE 44 yrs F		General Internal M.	General Internal M.	Ambulatory test.		MINISTRY OF	Pending Acceptance	Standard	21/10/2024 11:21		
*ZZONG, DONNA 57 yrs F	NHS Test01, Phys., 11/05/2024 02:27	General Internal M.	General Internal M.	Neurology Transition of care		CANADA LIFE ASS.	Pending Acceptance	Standard	24/06/2024 09:40	11/05/2024	
EDREGIONAL, CHESTPAIN 50 yrs M	Satzka, Raf, MBCh, 03/11/2024 19:34	General Internal M.	General Internal M.	General Internal M. GIMRAC TEST		MINISTRY OF HEA.	Scheduled	Urgent (within 72 h.)	04/11/2024 11:10	03/11/2024 19:38	03/11/2024
TEST, LEZLIE 54 yrs F		General Internal M.	General Internal M.	General Internal M. Gynae		MINISTRY OF HEA.	Scheduled	Urgent (within 48 h.)	04/06/2024 08:00	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 Samantha Kutrowski at SC GIMRAC 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.

- 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**.

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

Steps to Schedule the Appointment

- Choose the **Appointment Location**; both WS GMRAC and SC GMRAC can be booked to.
- Choose the **Appointment Type**.
- The patient's name will pre-populate from the referral.
- Complete the reason for referral.
- Click **Move** and the patient will move to the right-hand column and is ready to be scheduled.

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

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.



ED GIMRAC REFFERALS
HOSPITAL INFORMATION SYSTEM (HIS)

