

ED GIMRAC REFERRAL ORDER HOSPITAL INFORMATION SYSTEM (HIS)

Centralized

Update Date

St. Catharines Site

SC ED (Ambulatory)

WARD CLERK-REFERRAL PROCESSING

In PowerChart, click on Referral Management.



Available Locations

Hotel Dieu Shave

liagara Falls Site Port Colborne Site

Fort Erie Site

Set up an Originating Referral List.

Note: this list only needs to be created once.

- 1. Click on List Maintenance and click on the Add button.
- 2. Give the name a list: ED Plastics Referrals.
- 3. Pick the Centralized List type.
- 4. Click on the referral list maintenance location.
 - a. click on Refer from Location
 - b. search and add the NF ED and WS ED, PCC UCC

ED Plastics Referrals

referral-list-maintenance
 Refer From Clinical Staff
 Refer To Clinical Staff
 Treatment Function

Status

Priority Referral Type

Dates

- (click on the site to unselect all locations and then you can select the locations you would like)
- c. Click on Refer to Location
- d. Search and add Plastics (pick the clinic you are referring to on your list)







Version 2 February 2025

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Update Date

Obstetrics

Oncology

Oral Surgery

Orthopaedic Surger

Otolaryngology H

Plastic Surgery

Rehab
Rehabil
Respiro
Itrology

Oldest to Ner

List Type

Centralize

- 5. Click on Treatment Function.
- Select Plastic Surgery to filter your list to referral only for the Requested Service of Plastic Surgery and click save.

Note: this will filter out referral for other services

- Once you are done and saved the list click the "X" to close the list.
- Close your List maintenance and choose the list from your dropdown menu. Your filtered list of referrals for ED Plastics Referrals: Plastics Referrals to the Location will display.

List Mainter

Worklists

entral intake referrals (D D Ortho Referrals

Worklist	ED Plastics Referrals	\sim	[[]	List Maintonanco
WURIDE	LD Flastics Referrals			List Maintenance

Click on the Status column to filter your referrals by Status.
 Select your patient, by clicking in the blue box (not on the patient's name) to launch into the referral.

ED Plastics Referrals

Refer To Clinical Sta

Status Priority Referral Type Dates Assignment Problem Code

+ Add

Ambu

Cadaveric Dor

Cardiology

Complex Co

Critical Care

Deceased

Dermatolog

Emergency

General Intern

eneral S eriatrics

Endocrino

Worklist ED Plastics Referrals V S List Maintenance							
Patient	кегеггео ву	Referred To	Assigned To	Requested Service	Indicators	Insurance	Status
ZZTESTIPAC, CLABSITHREE 68 yrs F	Setrak, Rafi, MB. 17/01/2025 10:1	Plastics Clinic NFS		Plastic Surgery Testing the Referral		SELF PAY	Not Started

10. Confirm the details of the referral.







 The referral case details will open. Note whether the refer to location has been completed or not. If not, click the Edit button to add the **Refer to Location**.



Note: The Weekday Plastics Clinics referrals will be based on the on-call schedule. The SCS Sunday Clinic or the NF Sunday Clinic alternate sites.

12. Click on the **magnifying glass** beside the **Refer to Provider** to add the refer to location or change the practice site.

ZZTESTIPAC, CLABSITHREE 68 yrs Female DOI: 09 NOV 1956				HEN: 1196323	19 F21: 22-00345:
This referral has not yet been started. Click the 'Start	Referral' button to prepare for sending.				Start Referral
Status: Not Started Edit Substatus: Edit				Linassigned C	Assign to me Assign ase Number: 223150
Summary Comments Documents Case Details	Insurance Scheduling				
"Medical Service (Ratice Surgery V	"Referral Reason Testing the Referral	Codified Reason	Treatment to Date	Referal Type	2
Rafar from Provider Servel: Rufi, Million, CCROVEN), RCRD Refer to Provider	Enter from Location 5° Catharines Site/SC 280	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Sanice By Date	

- 13. The provider search window will open.
- 14. Change the **search by to Practice** and search for the Plastics Clinic you would like to add.

Note: Sunday Plastics Clinics Alternate based on the on-call schedule.

15. Click on the clinic you would like to add and click **accept** in the bottom right.



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- 16. Click the **Save** button in the bottom right.
- 17. Click Start Referral.



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18. Click Generate.

19. Click Send.

20. Click Accept.

ED GIMRAC REFERRAL ORDER HOSPITAL INFORMATION SYSTEM (HIS)

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k the 'Generate' button when you are ready	to send the referral.				Gener
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					Case Humber . 22.
Comments Documents	s Insurance Scheduling				
se Details					
lical Service tic Surgery	Referral Reason Testing the Referral	Codified Reason		Treatment to Date	Referral Type
er from Provider rak, Rafi, MBChB, CCFP(EM), FCFP	Refer from Location St. Catharines Site/SC 2BD	Referral Written Date 01/17/2025		Requested Start Date 01/17/2025	Service By Date
er to Provider	Refer to Location	Priority		Instructions to Staff	Order Comment
	Plasues Callie, SCS	Standerd			
tient Information					
ferred Method of Contact	Home Phone	Mobile Phone 3628495876		Business Phone	Home Address 3678 curry st
					ontario , Ontario K6V4N6
	Referral Summary				
	Case Details				
	Medical Service Plastic Surgery	Referral Reason	Codified Reason	Treatment to Date	Referral Type
	Refer from Provider	Refer from Location	Referral Written Date	Requested Start Date	Service By Date
	Refer to Provider	St. Catharines Site Refer to Location	01/17/2025 Priority	01/17/2025 Instructions to Staff	
		Plastics Clinic SCS	Standard	4 .	
	Attended Descents				
	Attached Documents				
	Date 01/17/2025	Subject Transition of Care/Referral Summary	Author Leduc, Lezlie	Type Transition of care/Referral sum	mary CAMM
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- 21. The Encounter Information Drop Down window will open. Select **PreReg** and submit.
- Encounter Information

 Create O Select Encounter

 Type
 PreReg
 SC PLAS
 Submit

X

- 22. This will change the referral to **Accepted**.
- 23. You can then click on the **Schedule** Tab and **New Appointment**, which will launch into the scheduling application.

	ZZTESTIPAC, CLABSITHREE 68 yrs Female DOB: 09 NOV 1956	MRN: 11963239 FIN: 22-003455
NOTE: you must schedule from	Status: Accepted Ede	Lunassigned Assign to me Assign
Referral Management to ensure	Substatus: - Edit	Case Number: 223150
the correct Encounter	Summary Comments Documents (1) Insurance Scheduling Associated Appointment	0
	No Appointment Associated	New Appointment
	Confirmed Appointments	
	No Confirmed Appointments	

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