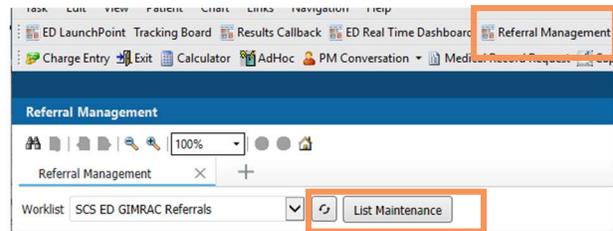


WARD CLERK-REFERRAL PROCESSING

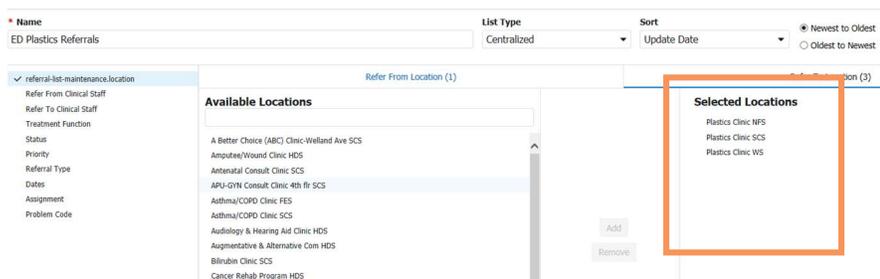
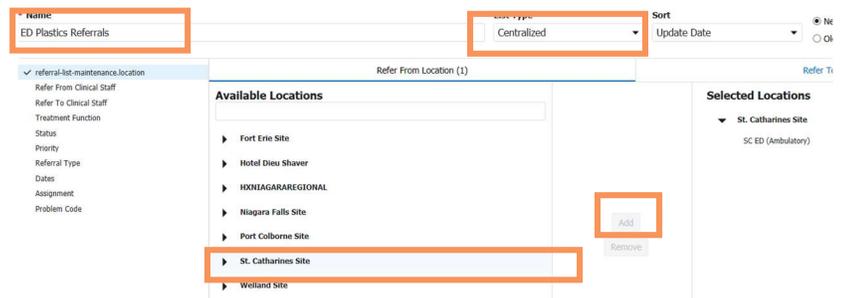
In PowerChart, click on Referral Management.



Set up an Originating Referral List.

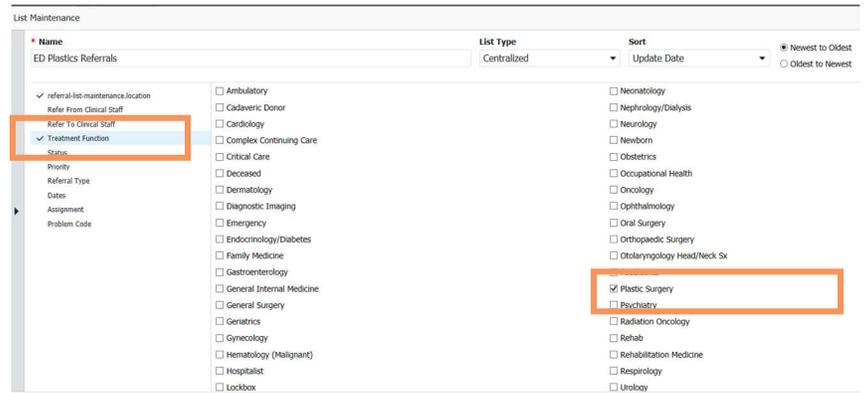
Note: this list only needs to be created once.

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 (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)



5. Click on **Treatment Function**.
6. 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



List Maintenance

Name: ED Plastics Referrals | List Type: Centralized | Sort: Update Date | Newest to Oldest / Oldest to Newest

referral-list-maintenance.location
 Refer From Clinical Staff
 Status
 Priority
 Referral Type
 Dates
 Assignment
 Problem Code

Ambulatory
 Cadaveric Donor
 Cardiology
 Complex Continuing Care
 Critical Care
 Deceased
 Dermatology
 Diagnostic Imaging
 Emergency
 Endocrinology/Diabetes
 Family Medicine
 Gastroenterology
 General Internal Medicine
 General Surgery
 Geriatrics
 Gynecology
 Hematology (Malignant)
 Hospitalist
 Lockbox

Neonatology
 Nephrology/Dialysis
 Neurology
 Newborn
 Obstetrics
 Occupational Health
 Oncology
 Ophthalmology
 Oral Surgery
 Orthopaedic Surgery
 Otolaryngology Head/Neck Sx

Plastic Surgery
 Psychiatry
 Radiation Oncology
 Rehab
 Rehabilitation Medicine
 Respiriology
 Urology

7. Once you are done and saved the list click the "X" to close the list.

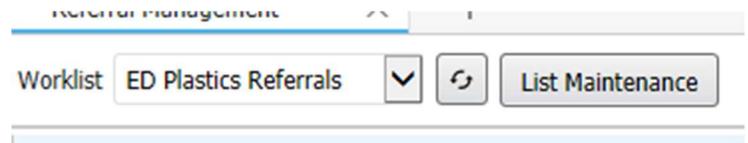


List Maintenance

Worklists + Add

Central intake referrals (Default)
ED Ortho Referrals

8. 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.



Referral Management

Worklist: ED Plastics Referrals

List Maintenance

9. 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.

Worklist: ED Plastics Referrals | List Maintenance

Patient	Referred by	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**.

ZZTESTIPAC, CLARIS3THREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIC: 22-003455

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: Not Started Edit
Substatus: -- Edit

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Serrak, Paul, MRCGP, CCFP(FM), FCFP	Refer from Location Plastics Clinic NFS	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider --	Refer to Location Plastics Clinic NFS	Priority Standard	Instructions to Staff --	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone 3628450876	Business Phone --	Home Address 3678 curry at ortario, Ontario K9V4H6
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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.



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

ZZTESTIPAC, CLARIS3THREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIC: 22-003455

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: Not Started Edit
Substatus: -- Edit

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Serrak, Paul, MRCGP, CCFP(FM), FCFP	Refer from Location Plastics Clinic NFS	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider Magnifying Glass	Refer to Location Plastics Clinic NFS	Priority Standard	Instructions to Staff --	Order Comment --

- The provider search window will open.
- 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.

Provider Search

Search: plastics

Qualifiers:

Search by: Practice Include external practices

Plastics Clinic NFS
--

Plastics Clinic SCS
--

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

ZZTESTIPAC, CLARIS3THREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIC: 22-003455

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: Not Started Edit
Substatus: -- Edit

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Serrak, Paul, MRCGP, CCFP(FM), FCFP	Refer from Location St. Catharines Sat/SC 28D	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider Not Specified	Refer to Location Plastics Clinic SCS	Priority Standard	Instructions to Staff --	Order Comment --

Cancel Save



ED GIMRAC REFERRAL ORDER HOSPITAL INFORMATION SYSTEM (HIS)

18. Click **Generate**.

ZZTESTIPAC, CLABSITHREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIR: 22-007455

Status: **Prep for Send** Edit
Substatus: -- Edit

Unassigned Assign Assign to me Assign to another

Case Number: 223150

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Setrak, Rafi, MDCB, CCFP(EM), FCP	Refer from Location St. Catharines Site/SC 280	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider --	Refer to Location Plastics Clinic SCS	Priority Standard	Instructions to Staff --	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone 362845876	Business Phone --	Home Address 3678 carry st ontario , Ontario K0V4N6
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19. Click **Send**.

Referral Summary

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Setrak, Rafi, MDCB, CCFP(EM), FCP	Refer from Location St. Catharines Site	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider --	Refer to Location Plastics Clinic SCS	Priority Standard	Instructions to Staff --	Order Comment --

Attached Documents

Date 01/17/2025	Subject Transition of Care/Referral Summary	Author Leduc, Leslie	Type Transition of care/Referral summary	Source CMM
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Transition of Care generated successfully.

Cancel Send

20. Click **Accept**.

ZZTESTIPAC, CLABSITHREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIR: 22-007455

Status: **Pending Acceptance** Edit
Substatus: -- Edit

Unassigned Assign Assign to me Assign to another

Case Number: 223150

Summary Comments Documents (1) Insurance Scheduling

Case Details

Medical Service Plastic Surgery	Referral Reason Testing the Referral	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider Setrak, Rafi, MDCB, CCFP(EM), FCP	Refer from Location St. Catharines Site/SC 280	Referral Written Date 01/17/2025	Requested Start Date 01/17/2025	Service By Date --
Refer to Provider --	Refer to Location Plastics Clinic SCS	Priority Standard	Instructions to Staff --	Order Comment --

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

Encounter Information

Create Select Encounter

*Type: **PreReg** *Location: **SC PLAS**

Submit

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.

NOTE: you must schedule from Referral Management to ensure the correct Encounter

ZZTESTIPAC, CLABSITHREE
68 yrs Female DOB: 09 NOV 1956 MRN: 11963239 FIR: 22-007455

Status: **Accepted** Edit
Substatus: -- Edit

Unassigned Assign Assign to me Assign to another

Case Number: 223150

Summary Comments Documents (1) Insurance Scheduling

Associated Appointment

No Appointment Associated

Confirmed Appointments

No Confirmed Appointments

New Appointment