

#### WARD CLERKS OR NURSES

Physicians will complete the referral order. In the instructions to staff, they will indicate where the referral should go to along with any necessary documentation.

± D	etails for Referral Order				
e 1	Details III Order Comments III Diagnoses				
1	• 😤 h. 🕘 💈				
*6	equested Start Date/Time: 23/Jan/2025	EST *Service	Plastic Surgery	*Reason for Referral:	R closed boxer's fracture. No
	Treatment To Date:	Referral Type:	×		indución opinited.
		Refer to:		Service by Date:	**/***/****
	Urgent: Ves No			Instructions to Staff:	Refer to Dr Barkho.
					Included Xray report and my
					Give appt to pateint before
					going home.

Staff will find the referral on the referral list. Follow the steps below to edit the referral.

Click in the blue box for the referral you would like to process.
 Note: Do not click on patient name, that will launch you into the chart.

Worklist ED Ortho Referrals										Add Inbound I	Referral
Patient	Referred By	Referred To	Assigned To	Requested	Indicators	Insurance	Status ^	Priority	Last Updat	Requested	Service By
BARTESTSIX, DELAYEDSIGNOFF 39 yrs M	NHS Test05, P 25/10/2024 1			Orthopaedic S fracture clinic		MINISTRY OF	Not Started	Standard	25/10/2024 13	25/10/2024	
TEST, LEZLIE 54 yrs F	Tam, Benjami 25/10/2024 1	Orthopaedic Cl Song, John Y.,		Orthopaedic S test		MINISTRY OF	Not Started	Standard	25/10/2024 11	25/10/2024	
*ZZTEST, ORDERTESTS 34 yrs F	NHS Test01, P 14/06/2024 1			Orthopaedic S fracture			Not Started	Standard	14/06/2024 10	14/06/2024	
*ZZTEST, EARLYPREG 23 yrs F -:-	Cerner Test, P 13/06/2024 1	Orthopaedic Cl Gunton, Matth		Orthopaedic S bleeding 1st tri	D		Pending Acceptance	Standard	27/07/2024 12	13/06/2024	
TTONE, FALLSYNCOPE JESSY 41 yrs M	NHS Test01, P 20/06/2024 0	Orthopaedic Cl Gunton, Matth		Orthopaedic S Fractured left	B	MINISTRY O	Pending Acceptance	Standard	20/06/2024 09	20/06/2024	
*ZZTEST, ORDERTESTS 34 yrs F -:-	NHS Test01, P 14/06/2024 1	Orthopaedic Cl Gunton, Matth		Orthopaedic S Fractured wrist	ß		Pending Acceptance	Standard	14/06/2024 11	14/06/2024	

- The referral case details window will open.
   Please note the Refer to Location may not have been completed.
- 3. Review the Instructions to Staff details.

his referral has not yet been started. Click	the 'Start Referral' button to prepare for sending.			Start Referra
tatus: Not Started Edit lubstatus: Edit				Lunassigned Assign to me Assign Case Number: 6654
Summary Comments Docum	ents Insurance Scheduling			E
ledical Service rthopaedic Surgery	Referral Reason fracture	Codified Reason	Treatment to Date	Referral Type
lefer from Provider IHS Test01, Physician - Emergency Medicir	Refer from Location Welland Site/WS ED	Referral Written Date 06/14/2024	Requested Start Date 06/14/2024	Service By Date
efer to Provider	Refer to Location	Priority	Instructions to Staff	Order Comment

4. Click the Edit button to add the **Refer to Location** if it is not there or is not the correct location.

## niagarahealth

#### Hotel Dieu Shaver



1



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

# ZZIESI, ORDERTESTS Meller 1002495 FBI: 22-002603 Marse Female DOB: 25 JUL 1990 Started Fee Started Fee Nor More Tables Started Fee Started Fee Attrime Not Started Fee Started Fee Started Fee Started Fee Started Fee Case Humber: 6560 Summary Comments Documents Started Fee Sammary Comments Started Table Case Humber: 6560 Sammary Comments Documents Started Table Case Humber: 6560

**EDITING REFERRALS** 

Cancel Save

2

HOSPITAL INFORMATION SYSTEM (HIS)

Requested S 06/14/2024

- 4. The provider search window will open.
- Change the search by to Practice or Provider depending on who the referral is being sent to.
- Click on the clinic or provider you would like to add and click Accept.

Pr	rovider Search	2
Se	arch: Orthopaedic Clinic	
Qu	valifiers:	+
Se	arch by: Pratice   Include external practices	Search Clear
C	Orthopaedic Clinic NFS	Orthopedic Surgery Within Health System 4 Providers Available
C	Arthopaedic Clinic SCS	Orthopedic Surgery Within Health System 6 Providers Available
0	Onthopaedic Clinic WS	Orthopedic Surgery Within Health System 4 Providers Available

Referra 06/14/2



Hotel Dieu

Shaver

#### niagarahealth



 Click on the
 Documents tab and search for the documents that the Physician has requested be added to the referral. Note: if no documents are selected, a facesheet

# HOSPITAL INFORMATION SYSTEM (HIS)

**EDITING REFERRALS** 

Summary	Comments	Documents	Insurance	Scheduling							e
Case Details											
Medical Service			*Referral F	Reason		Codified Reason		Treatment to Date		Referral Type	
Orthopaedic Surger	ry	2	Fractured	Wrist	~	Q			~		~
					~				~		
Refer from Provider			Refer from	Location		Referral Written Date		Requested Start Date		Service By Date	
NHS Test01, Physici	ian - Orthopaed	ic Surgery	St. Cathari	nes Site/SC ED		10/27/2024		10/27/2024		MM/DD/YYYY	
Refer to Provider			Refer to Lo	ocation		*Priority		Instructions to Staff		Order Comment	
Not Specified			Orthopaed	ic Clinic WS		Standard	~		~	**	
									~		

- 8. Click the **Add** button and the documents will be moved to the top in the attached documents section.
- 9. Click the **Save** button in the bottom right.

will not be included in the referral.

10. Click Start Referral.

ostatus: -	- Edit	strative Error Edit								
Summary	Comments	Documents (2)	Insur	rance	Scheduling					
Attached	Documents								Create Letter	
Action	Date	Subject	Author		Type		Source		Category	
Remove	01/21/2025	Transition of Car	Leduc,	Lezlie	Transitio	n of car	CAMM			
Remove	01/17/2025	Transition of Car	Leduc,	Lezlie	Transitio	n of car	CAMM			
Available	Documents			Be	gin 12/28/20	24	End	01/27/	2025	
Action	Date	Subject	A	uthor		Type		Sour	ce	
Add	01/21/2025	Transition of Care/R	ef Le	educ, Lezi	ie	Transitio	n of care/Ref	CAM	м	
Add	01/21/2025	Transition of Care/R	ef Le	educ, Lezi	ie	Transitio	n of care/Ref	CAM	м	
Add	01/15/2025	ONTraC Note	St	cott, Stepl	hanie A, RN	Patient C	onversation	Clinie	cal	
Add	01/15/2025	Transition of Care/R	ef Le	educ, Lezi	ie	Transitio	n of care/Ref	CAM	м	
Add	01/15/2025	Transition of Care/R	ef Le	educ, Lezi	ie	Transitio	n of care/Ref	CAM	м	
Add	01/15/2025	Provider Letter	Le	educ, Lezi	ie	Provider	Letter	Clinis	cal	
Add	01/15/2025	Transition of Care/R	ef Le	educ, Lezi	ie	Transitio	n of care/Ref	CAM	м	
Add	01/14/2025	Obstetrics Progress	N. M	cmahon.	Marion Ryl	OB Deliv	ery Note	Clinic	cal	

11. A new window will open. Click **Generate**.

49 yrs Hale DOE: 28 AUG 1975				HRN: 11054681 FIN: 22-006204
Click the 'Generate' button when you are ready to	send the referral.			Generate
Status: Prep for Send Est Substatus: Edt				Linassigned Assign to me Assign Case Number: 244707
Summary Comments Documents	Insurance Scheduling			
Case Details				Edt
Nedical Service	Referral Reason Practured Writt	Codified Reason	Treatment to Date	Referral Type
Concentration of the head		Referral Written Date	Requested Start Date 10/22/2024	Service By Date
Refer from Provider NHS Test01, Physician - Orthopzedic Surgery	Refer from Location St. Catharines Site/SC ED	10/27/2024		
Refer from Howider NeS Testid, Mysican - Otthopeedic Surgery Refer to Provider 	Refer from Location St. Catharines Site/SC ED Refer to Location Orthopzedic Clinic WS	10/27/2024 Phonky Standard	instructions to Staff	Order Comment
Rafar from Provider NeS Testit, Physician - Orthopaedic Sargery Rafar to Provider - Patient Information	Refer from Location St. Catharines School Refer to Location Onthopzedic Clinic WS	16/22/2024 Pronty Standard	instructions to Staff	Order Comment 

### niagarahealth





#### EDITING REFERRALS HOSPITAL INFORMATION SYSTEM (HIS)

 A referral summary will open. Click on the Send button to complete.

> **Note:** Referrals to clinics within Niagara Health will be sent directly to the clinic for review and acceptance.

Case Details					
Medical Service Orthopaedic Surgery	Referral Reason Fractured Wrist	Codified Reason	Treatment to Date	Referral Type	
Refer from Provider NHS Test01, Physician - Orthopaedic S	Refer from Location St. Catharines Site	Referral Written Date 10/27/2024	Requested Start Date 10/27/2024	Service By Date	
Refer to Provider 	Refer to Location Orthopaedic Clinic WS	Priority Standard	Instructions to Staff		
Attached Documents					
Date 10/27/2024	Subject Transition of Care/Referral Summary	Author NHS Test01, Clerk	Type Transition of care/Referral summary	Source CAMM	
Transition of Care generated successfully					
					Cancel Send

**Note:** In current state, External Clinics/Providers will generate a referral letter with the attached documents. Print the letter and fax to the identified provider.





4