

ED/UCC Referrals to Paediatric Outpatient Clinics

The ED/UCC Referral to Paediatric Outpatient Clinics workflow is a powerplan designed to facilitate referrals to the Paediatric Acute Referral Clinic and the Paediatric Consultation Clinic from Emergency Departments and Urgent Care Clinics at all Niagara Site. This powerplan is to be used by the ED/UCC Physician ONLY after consultation with the On-Call Paediatrician.

Power Plan: ED/UCC Referral to PARC/PCC

Women's Health View		Padas Medical at Decomposite Rev	• Me	ds History 🚯 Admission 🌒 Outpatient
Documentation		orders Medication List Document in Plan		
Results Review			d 1 % N + Add to Phase + a Comments Start: Now Duration: None	
Orders		View	Seture Dataile	
		Orders for Signature	EDUIC Referrat to PARC/PCC (Planned Pendino)	
		Plans	A Admission/Transfer/Discharge	
Allergies	+ Add	- Document in Plan	O The intent of this powerplan is to be used for Paediatric Acute Referral Clinic (PARC) and Paediatric Consultation Clinic (PCC). Referrals for children 0 - 17 years old	
Clinical Media		ED/UCC Referral to PARC/PCC (Planned Pending)	Of This referral can be completed after consultation with Paediatrician on-call	
Diagnoses and Problem		-Suggested Plans (0)	Sclusion criteria:	
Earna Daarraan		Orders	-Acutely unwell children	
rorm browser		Admission/Transfer/Discharge	-Children requiring routine outpartient services for chronic conditions 10	
Growth Chart		Diet	-Surgical consults Ld	
Histories		Activity		
MAR Summary		Vital Signs/Monitoring	A Provider Consults	
Advantage Aller		Patient Care	Choose this order to reter to the Paediatric acute Reternal Came (PARC) for follow-up within 24 - 72 hours as determined by the Paediatrican on-call Planar include Paediatrican for Paediatrical in Special Instructions	
Medication List	T Add	Mental Health and Addictions	Finds include readon for reaching in press introductors Finance child has PARC appointment prior to discharge.	
MAR		UV Solutions/infusions	Referral to PARC SCS - St. Catharines Site. Paed Acute Referral	
Notes		I Medications		
Interaction View and B	NO.	Theranies	🚯 Choose this order to refer to the Paediatric Consultation Clinic (PCC) for non-urgent Paediatric consultation required within 1 - 4 weeks as determined a Paediatrician on-call	
interactive view and it		Disgnostic Imaging	Please change "Search by:" to "Practice" before searching for CH Paediatric Clinic SCS	
Patient Information		Cardiovascular	Referral Order Medical Service Paediatrics, Instructions Referral to PCC	
Flowsheet		Other Investigations		
Pregnancy Summary F	Report	Procedures		
Newborn Discharge In	formation	Provider Consults Interprofessional Consults		
Clinical Research		Patient Education	2a	
Patient Preferred Phan	macy	Non Categorized		
		ED Charges		
		Supplies		
		Medication History		
		- Medication History Snapshot		
		E Net Officiation riskory		
		Diagnoses & Problems		
		Related Results	The Details	
		Formulary Details		
		Variance Viewer	Dx Table Orders For Cosgnature Orders For Nurse Review Save as My Favorite	Plan for Later 🔆 Initiate Now

Physician Orders

- 1. ED/UCC Physician will consult with the On-Call Pediatrician and place either:
 - a. Referral to PARC (Paediatric Acute Referral Clinic)
 - b. Reason for Referral needs to be captured in the Special Instructions.

	-Primary Care	
	⊿ Provider Consults	
	Choose this order to refer to the Paediatric Acute Reference	erral Clinic (PARC) for follow-up within 24 - 72 hours as determined by the Paediatrician on-call
	Please include Reason for Referral in Special Instruction	ons
1	Communication Order	Ensure child has PARC appointment prior to discharge.
ĵ	Referral to PARC	T;N, Order for future visit, Urgent, SCS - St. Catharines Site, Patient experiencing Acute breathing difficulties. Need first av
	A	
Γ		
	Details for Referral to PARC	
ł	Petails III Order Comments Defect Deta	

	Jiloses	
+ 🖬 h. 🛛 🕈		
Requested Start Date/Time: **/****	EDT Order for future visit:	💽 Yes 🛐 🔿 No
Priority: Urgent 🗸	*Scheduling Location:	SCS - St. Catharines Site 🗸
Special Instructions: Patient experiencing Acute breathing difficulties. Need first available appointment.	*Appointment Type:	Paed Acute Referral
<no items=""></no>		

niagarahealth

<mark>OR</mark>



🍎 Choose this order to refer to the Paediat	ic Consultation Clinic (PCC) for n	on-urgent Paediatri	c consultation required within 1 - 4 w	eeks as determined by Paediatrici	ian on-cal
Please change "Search by:" to "Practice"	before searching for CH Paediatri	ic Clinic SCS			
Referral Order		Medica	I Service Paediatrics, Instructions Ref	erral to PCC	
P Referral Provider Lookup	×				
Search: CH Paed					
Qualifiers:	+				
Search by: Practice	Search Clear Ret	fer to: Provid	er Not Specified	44	
CH Paediatric Clinic SCS 	Pediatrics Within Health System 2 Providers Available	CH Pa	ediatric Clinic SCS,	×	
😭 Details 🛛 📴 Order Comments 🖉 Offset Deta	iils 📄 Diagnoses				
+ ≅ h. ♥ ≥					
Requested Start Date/Time: **/***	✓ ► EDT		*Service:	Paediatrics	~
*Reason for Referral: Breathing Difficulties			Treatment To Date:		
Defensel Torrer			Defector		
	•		Kerer to:	CH Paediatric Clinic SCS,	
Urgent: Yes No					
Instructions to Staff: Referral to PCC					

- 2. Once the appropriate referral has been completed in the powerplan. Select initiate now followed by Orders For Signature on the bottom right hand corner.
- 3. Click "Sign" on the bottom right hand corner and refresh window to see your order.

ED/UCC WARD CLERK

<u>Referal to PARC Order</u>: will route to the scheduling queue.

IMPORTANT: Patient must leave the ED/UCC with their PARC appointment information Please refer to the scheduling tip sheets for more scheduling information

E FirstNet Organizer for Cerner Test, HUC - Emergency Cerner	1. From the tool bar
Task Edit View Patient Chart Links Navigation Help	launch into the
👬 ED LaunchPoint Tracking Board 🌇 Results Callback 🌇 ED Real Time Dashboard 🌇 Referral M	scheduling appointment
🗄 🖞 Exit 📑 Calculator 🦓 AdHoc 🆀 PM Conversation 🝷 箇 Scheduling Appointment Book 🔟 M	book.



Scheduling: Sche	duiing Appointment E	JOOK	
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equest List Project Mode Dt Tim Project Di Control Di C	Sch Comments Order Comments Iso Stat Inp Action Person Name 4 Y Book ZZTEST, CHANTALL 8 Y Book ZZTEST, CHANTALL	Appointment Type Earlext Date Time Diders Ordered As 0 E Paed Infusion 4 HR 04/Oct/2024 - 12:00 AM Return to Circle Paediatrics E Paed Musion 3 HR 04/Oct/2024 - 12:00 AM Return to Circle Paediatrics	Didering Loca
leguest Lid Games: Pard Future Book	Confirm Contact Modify	Tracificuar reserva (2004) 12 W Ale	
	Reschedule Hold Cencel		
	No Show Check In		
	Check Out Patient Seen Batch Reschedule		
	Group Info		
	Med Nec Check		
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	Complete Request		
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	Schedule		
Annointment Attributes		2	×
ZZTEST, SADIE	Details Orders Move Criteria Resource	List Guidelines Appointment Eligibility	
👜 🖘 Paed Acute Referral	*Reason For Exam:		
	Breathing Difficulties		-11-
	Setrak, Rafi, MBCh8, CCFP(EM), FCFP	G	
	Scheduling Comments:	^ .	
			-
		v	
		OK Cancel	
		Caliber	

- 2. Click the "Request List Inquiry Button
- 3. In the Inquiry field pick the drop down "Request by Queue"
- 4. In the Rquest List Queue field pick the drop down "Paed Future Book" and click "find"
- 5. Locate the patient in the list and left click on the patient.
- 6. Once the patient is highlighted blue right click and a menu will open.
- 7. Click the "complete request" button.
- 8. The Appointment Attributes box will open.
 - a. Complete the reason for exam
 - b. Complete the attending physician
 - c. Click OK
- 9. Book the appointment into the 1st



Move Next Clear Suggested Schedules Patent Appointment Location Appointment Location Appointment Type Pitmary Order SZTEST. PEDSCDU SC CHAMB Paed Acute Referral Referral to PARC	Work in progress: Image: Speed Acute Referral (Thursday, 24/Oct/2024)	Schedule Corriam Recur Suggest 10. Click on the suggest button. And the "suggested schedules" screen will populate.						
Suggest Criteria Preferences Appointment Date Image: C03/Nov/2024 Image: C03/Nov/2024 Image: C03/Nov/2024 O Date range: Image: C03/Nov/2024 Image: C03/Nov/2024 Image: C03/Nov/2024 Image: C03/Nov/2024 O Date restrictions: Next 2 Days From: 24/Oct/2024 Image: C03/Nov/2024 Image: C03/Nov/2024 Image: C03/Nov/2024 O Date restrictions: Next 2 Days Image: C03/Nov/2024 Image: C03/Nov/	Pat. Dur Pat. Date/Time Person Appt. Date/Time 1 Hour(s) 04/Nov/2024 - 12:00 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 12:30 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 12:30 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 12:45 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 12:45 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 13:0 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 13:0 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 13:0 PM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 20 SPM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 23 SPM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 23 SPM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 23 SPM ZZTEST, PEDSCDU 04/Nov/2024 1 Hour(s) 04/Nov/2024 - 33 SPM ZZTEST, PEDSCDU 04/Nov/2024	 Add the Criteria you would like to search by ie: date range and days of the week. Click the suggest button and a list of available "Paed Acute Referral" appointments will populate. Double click the first available appointment and click "OK" in bottom right. Click the confirm button. 						
Age: 3Years Age: 3Years ■ Part Acode Referral ■ To EXTENT, SADIE ■ Part Acode Referral ■ To Extend to Part Acode Referral ■ ZZTEST, SADIE Med Rec Nbr: 11000209 Altergies: No Known Altergies No Kn	 The control of the control							
NDA MIN: 11054591 Apr:: 30 Years Apr:: 30 Years NDA Min:: 1054591 2005030 Energience Not for facily Nume Unit Documer Print Provider Name. Reg Date 2005030 Energience NFS 2005030 Energience NFS 2005030 Energience NFS 210cer/2024 - 1950 210cer/2024 - 1950 Werris: Information 4/Nov/2024 Min: Energie Medit: Information Information Information								



Paediatric Consultation Clinic Referral Order:

Refer to Order (for PCC Clinic): will route to "Referral Management" for the Paediatric Consultation Clinic (PCC). The ED/UCC ward clerk will complete the referral by generating the referral in their orginating referral list.

IMPORTANT: Paediatric Ambulatory Ward Clerk will call and provide appointment details to the patient/family within 3 business day.

NOTE: refer to Referral management tip sheets.

- a. Referral Management: Orginating/Receiving List Maintenance
- b. Referral Management: Sending an Internal Referral



- 1. Click on the Referral Management Button.
- 2. Once Referral Management Opens.
- 3. Complete the 1x set-up of your Referral List.
- 4. Click on List Maintenance
- 5. Name your list
- 6. Click refer from location.
- 7. Select the ED and UCC form each site and add to your "selected locations"
- 8. Click Save when you have added all locations.

* Name		List Type	Sort	
Paediatric Consult Clinic Referrals		Originating	▼ Update Date	
✓ Refer From Location	Ambulatory		Mental Health Addictions	9. Click Treatment Function.
Refer From Clinical Staff	Cadaveric Donor		Neonatology	
✓ Treatment Function	Cardiology		Nephrology/Dialysis	10 Select the Paediatrics
Status	Complex Continuing Care		Neurology	
Priority	Critical Care		Newborn	11 Click Savo
Referral Type	Deceased		Obstetrics	II. CIICK Save.
Refer To Location Refer To Clinical Staff	Dermatology		Occupational Health	
Dates	Diagnostic Imaging		Oncology	Your referral list is now set up
Assignment	Emergency		Ophthalmology	rour referrur list is now set up
	Endocrinology/Diabetes		Oral Surgery	
	Family Medicine		Orthopaedic Surgery	
	Gastroenterology		Otolaryngology Head/Neck Sx	
	General Internal Medicine		Paediatrics	



Worklist Paediatric Consult Clinic Referrals 🔽 🙆 List Maint	R Peediatric Consult Clinic Referrals 💟 🖉 List Maintenance									
Patient	nt Referred By Referred To Assigned To Requested Sev. A Indicators Insurance Status Jority Last Updated D Requested S					Requested Start				
*ZZTEST, PEDSCDU 3 yrs F	Cerner Test, Physic 24/10/2024 11:01	CH Paediatric Clinic		Paediatrics sob			Not Started	Standard	24/10/2024 11:01	24/10/2024
*ZZTEST, AMANDA 36 yrs M	NHS Test02, Physi 24/10/2024 09:15			Paediatrics cough			Not Started	Standard	24/10/2024 09:15	24/10/2024
ZZTESTMINNIE, MOUSE 3 yrs F	NHS Test02, Physi 27/05/2024 13:49			Paediatrics sob			Not Started	Standard	27/05/2024 13:49	27/05/2024

12. Your filtered list of referrals for Paediatric referrals will display.

13. Click on the Status column to filter your referrals by "Status".

14. To ensure a manageable Refer List: the suggestion would be to go into "List Maintenance" and also click on the "Status" filter and only add the "status" you would like to see. This will reduce the size of your list.

Ie: Not Started and Pending Acceptance.

List	Maintenance				
	* Name Paediatric Consult Clinic Referrals		List Type Originating	Sort Update Date •	 Newest to Oldest Oldest to Newest
•	Refer From Location Refer From Clinical Staff Treatment Function Treatment Function Priotity Referal Type Refer To Location Refer To Clinical Staff Dates Assignment	Available Statuses Sent No substatus Appointment Time Passed Awaiting Documentation Pending Acceptance No substatus Pending Prior Authorization Pending Review Accepted		Selected Statuses Not Started No substatus Prep for Send No substatus Additional Information Ney Pending Prior Authorization	red

15. 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 Paediatric Consult Clinic Referrals 🔽 🙆 List Maintenance										
Patient	Referred By	Referred To	Assigned To	Requested Serv	Indicators	Insurance	Status	Priority	Last Updated D	Requested Start
*ZZTEST, PEDSCDU 3 yrs F :	Cerner Test, Physic 24/10/2024 11:01	CH Paediatric Clinic		Paediatrics sob			Not Started	Standard	24/10/2024 11:01	24/10/2024
*ZZTEST, AMANDA 36 yrs M :	NHS Test02, Physi 24/10/2024 09:15			Paediatrics cough			Not Started	Standard	24/10/2024 09:15	24/10/2024
ZZTESTMINNIE, MOUSE 3 yrs F	NHS Test02, Physi 27/05/2024 13:49			Paediatrics sob			Not Started	Standard	27/05/2024 13:49	27/05/2024
Status: Not Started Edit Substatus: ~ Edit Substatus: ~ Edit Summary Comments Documents Topurares Schedulion									Lunassigned Assig Case	
Summary Comments Documents	Insurance Scheduling									
Summary Comments Documents Case Details	Insurance Scheduling									Edit
Summary Comments Documents Case Details Medical Service Paediatrics	Insurance Scheduling Referral Reason sob		Codified Rea	ason		Treatment to Date		Referral Type		Edit
Summary Comments Documents Case Details Medical Service Paedatrics Refer from Provider NHS Test02, Physician - Emergency Medicine	Referral Reason sob Refer from Location Niagara Falls Site/NF ED		Codified Rei Referral Wri 05/27/2024	ason tten Date		Treatment to Date Requested Start Date 05/27/2024		Referral Type Service By Dal	te	Edit



15. The referral case details will open and you will note that the refer to location has not been completed.

Click the Edit button to add the "Refer to Location" if it has not been completed

16. Click on the magnifying glass beside the Refer to Provider to add the refer to location

ZZTESTMINNIE, MOUSE	×	
3 yrs Hemale DOB: 09 SEP 2021 This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.	Moto Prilis 22-001712 Start Referral	
Status: Not Started Edet Substatus: Edet	Unassigned Astign to me Assign Case Number: 64001	
Summary Comments Documents Insurance Scheduling	6	
Case Details		
*Referal Reason Paedatrics Sob	Collided Reason Transformed to Date Referral Type	
Nefer from Provider Nefer from Lacation Net Tetler, Provider Neight 2 Fails Stehl PE D Neight 2 Fails Stehl PE D Neight 1 Provider Neight	Referal Witten Date Repeated Start Date Service by Date 65/27/2024 Betty Date Betty Date **Norty Instructions to Staff Over Comment Standard *** ***	
	Cancel	
Provider Search		2
Search: Paed		
Qualifiers:		+
Search by: Practice		Search Clear
CH Paediatric Clinic SCS 	18. The provider search window will open.	Pediatrics Within Health System 2 Providers Available
Paeds Clinical Decision Unit SCS	19. Change the search by to "Practice" and	Pediatrics
	soarch for the CH Daediatric Clinic to	2 Providers Available
Welland Paediatric Associates		
390 Lincoln Street, Welland, Ontario L3B 4N4	add.	Within Health System
	20. Click on the clinic	
	21. Click accept in the bottom right	
		Accent

ZZTEST, PEDSCDU 3 yrs Fenalii: 008 09 507 3021 M80: 11(56423 - 110: 22-095271								
This referral has not yet been started. Click the 'Start Raferral' button to prepare for sending.								
States Not Started Edit								
Summary Connects Documents Insurance Scheduling								
Case Details	Case Details Edd							
Medical Service Paediatrics	Referral Reason sob	Codified Reason	Treatment to Date	Referral Type				
Refer from Provider Cerner Test, Physician - Emergency Medicine Cerner	Refer from Location St. Catharines Site/SC ED	Referral Written Date 10/24/2024	Requested Start Date 10/24/2024	Service By Date				
Refer to Provider 	Refer to Location CH Paediatric Clinic SCS	Priority Standard	Instructions to Staff Referral to PCC	Order Comment				

21. Click the "Save" button in the bottom right

- 22. Click "Start Referral"
- 23. Click "Generate"
- 24. Click "Send"

25. The referral will stay in a Pending Acceptance state until the Paediatric has accepted the referral.

The Referral is now gone for the Paediatrician to review and triage



					×
ZZTEST, PEDSCDU 3 yrs Female DOB: 09 SEP 2021				MRN: 13	54493 510-99-005291
Click the 'Generate' button when you are ready to send	f the referral.				Generate
Status: Prep for Send Edit Substatus: Edit				🛔 Unassig	Case Number: 244568
Summary Comments Documents	Insurance Scheduling				e
Case Details					Edit
Medical Service Paediatrics	Referral Reason sob	Codified Reason	Treatment to Date	Referral Type	
Refer from Provider Cemer Test, Physician - Emergency Medicine Cerner	Refer from Location St. Catharines Site/SC ED	Referral Written Date 10/24/2024	Requested Start Date 10/24/2024	Service By Date	
Refer to Provider	Refer to Location CH Paediatric Clinic SCS	Priority Standard	Instructions to Staff Referral to PCC	Order Comment	
Referral Summary					22
Case Details					
Medical Service Paediatrics	Referral Reason sob	Codified Reason	Treatment to Date	Referral Type	
Refer from Provider Cerner Test, Physician - Emergency Me.	Refer from Location St. Catharines Site	Referral Written Date 10/24/2024	Requested Start Date 10/24/2024	Service By Date	
Refer to Provider 	Refer to Location CH Paediatric Clinic SCS	Priority Standard	Instructions to Staff Referral to PCC		
Attached Documents					
Date 10/31/2024	Subject Transition of Care/Referral Summary	Author NHS Test01, Clerk	Type Transition of care/Referral summary	Source CAMM	
Transition of Care generated successful	lly.				
					Cancel Send
ZZTEST, PEDS					
Syls Female DC	DD. 09 SEP 2021				
Status: Pending A	Acceptance Edit				
Substatus: Edit					
Summary Co	mments Documents	5 (1) Insurance	Scheduling		
Casa Dataila					



Button.

Opens.

2. Once Referral Management

PAEDIATRICIAN IN AMBULATORY CLINIC

4. Paediatrician in the Ambulatory Clinic each day will triage referrals through the Referral Management Receiving list. 1. Click on the Referral Management

Note: Refer to Referral Management Tip Sheets

- a. Referral Management: Orginating/Receiving List
- b. Referral Management: Sending an Internal Referral

List Ma	intenance						
*1	Name			List Type	Sort	Newest to Oldest	3. Complete the 1x set-up of your
Pa	aediatric Consult Clinic Receiving	Referrals		Receiving	 Update Date 	 Oldest to Newest 	Poforral List
~	 Refer To Location 	Available Locations			Selected	Locations	Referral List.
	Refer To Clinical Staff Treatment Function				CH Paedi	tric Clinic SCS	4. Click on List Maintenance
~	 Status 	A Better Choice (ABC) Clinic-Wellar Amoutee/Wound Clinic HDS	id Ave SCS	^			E Namo vour list
	Priority	Antenatal Consult Clinic SCS					5. Name your list
List Ma	aintenance						6. Click refer to location.
	Name			List Type	Sort	Newest to Oldes	7. Select the CH Paediatric Clinic
P	aediatric Consult Clinic Receiving	g Referrals		Receiving	▼ Update Date	Oldest to Newes	
	Refer To Location	Available Statuses			Sele	rted Statuses	8. Click Save
	Refer To Clinical Staff	Accepted			Per	iding Acceptance	9. To ensure a manageable Referal
	Treatment Function Status	No substatus	intmont		No	substatus	
	Priority Referent Turne	Patient to Call to Schedule	unduréant.		Pe	nding Review	List: go into "List Maintenance"
	Refer From Clinical Staff	Pending Call Back Pending Review					and also click on the "Status"
	Dates Assignment	On Hold					filter and any add the "atoty o"
•	Problem Code	Rejected			Add		inter and only add the status
		No substatus Scheduled			Remove		you would like to see. This will
_		No substatus		-			reduce the size of your list.
Referral M	ediatric Consult Clinic Receiving Referrals	2 List Maintenance					444
			A.V. 18	an and a state of the state of	Status	Priority Last Updat	and D.
*ZZTEST	<i>T, PAEDS ONE</i> 5 m 3 w F	MacKenzie, Katelyn CH Paediatric 30/09/2024 00:00	Clinic	Paediatrics D Patient experiencin	Pending Acce	ptance Urgent (within 24 h 02/10/2024	10. Once you have set up your list
*ZZTEST	F, PEDSCDU 3 yrs F	Cerner Test, Physic CH Paediatric 24/10/2024 11:01	Clinic	Paediatrics 🕒	Pending Acce	ptance Standard 31/10/202-	click the drop down to locate and
							open your list.
Please Acc	ept or Reject the referral.					Accept Reject	
Status: Pe Substatus:	ending Acceptance Edit					Lassigned Assign to me Assign Case Number: 94408	11. Referrals will be in a "Pending
Summar	FY Comment Documents (1)	nsurance Scheduling					Acceptance" state.
Case D	etails					Edt	
Medical Ser Paediatrics	rvice	Referral Reason Patient experiencing Upper Respiratory concerns.	Codified Reason	Treatment to Date	Referral Type		12. Click the documents button to
Refer from	Provider	Refer from Location	Referral Written Date	Requested Start Date	Service By Dat	8	review documents attached to the
Refer to Pr	ovider	Refer to Location	Priority Inset (within 24 hours)	Instructions to Staff	Order Comme	t	Teview documents attached to the
		Ch Partiauri, Clinic 3C3	orgenic (virtuini 24 notais)	PRO CLINIC			referral.
ZZTEST 2 yrs Ha	BABY, SCOTT le DOB: 02 FEB 2022			MR	N: 11054450		12 Click the edit button and you can
Please Accep	at or Reject the referral.			Accept	Reject		15. Click the edit button and you can
Substatus: -	- Edit			Case Nur	nber: 240408		add a date you would like the child to
Summary Case De	Comments Documents (1) Insurance	e Scheduling			C Oct N	2024 💙 🔘	been seen by (simple click on the
*Medical Ser	nice Referral Reaso	n Codified Reason	Treatment to Date	Referral Type	Su Mo Tu	We Th Fr Sa	
		0		\sim	6 7 8	9 10 11 12	calendar beside the field).
Refer from P NHS Test01,	rovider Refer from Loca Physician - Paediatrics St. Catharines S	tion *Referral Written Date ite/SC CHAMB 10/20/2024	Requested Start Date 10/20/2024	Service By Date	13 14 15	16 17 18 19	14 Click Save to complete
*Refer to Pro Not Specifie	avider Refer to Locatio d CH Paediatric C	n *Priority Inic SCS Standard	Instructions to Staff Referral to PCC	Order Comment	20 21 22 27 28 29	23 24 25 20 30 31	14. Click Save to complete.
				×			15 Click Accept or Poinct
				Cancel	Order Comment		



				MRN: 11054450
Create S S Sutpatient PreReq Recurring Telephone Visit ZZTEST, 5 m 3 w F Status: Accee Substatus:	Encounter PAEDS ONE emale DOB: 06 epted Edit Edit	MAY 2024	Sub	Accept Reject to me Assign imber: 240408
Summary	Comments	Documents (1)	Insurance	Scheduling

- 1. Paediatrician will click "Accept"; "PreReg"; and Submit.
- 2. Status will update to "accepted"

Note: if Rejecting a drop down will appear and choose the reason.

*Ctatur	
Rejected	
Inejected	
*Reason	
Further Information Required	
Inappropriate Service	
Intend to go Private	
Management Decision	
Other Reason	
Outpatient appointment not required	
Patient Deceased	
Patient Decision	
Des Desuisites fes consistents to the second state	

The Ward clerk will now be able to go in and schedule an appointment or send a "rejection letter" if appropriate.

***Follow tip sheet on provider letters.

PAEDIATRIC WARD CLERK

5. Once the referral is accepted and triaged the Paediatric Ward Clerk will go into referral management receiving list see that the referral has been "Accepted" and schedule the appointment.

NOTE: refer to scheduling tip sheets for how to schedule appointment.

Referral Management										🖓 Full screen 🕴	🖻 Print 🥠 0 minutes
Ab = + <, <, 100% - = 0 (d)											
Referal Management × +											
Worklist Paedabric Referral Receiving 🗸 🖉 List Maintenance											
Patient	Referred By	Referred To	Assigned To	Requested S	Indicators	Insurance	Status ^	Priority	Last Updated	Requested St	Service By D
ZZTESTBABY, SCOTT 2 yrs M	NHS Test01, Ph 20/10/2024 18:26	CH Paediatric Cli		Paediatrics breathing difficul	۵	MINISTRY OF H	Accepted	Standard	20/10/2024 18:43	20/10/2024	21/10/2024
ZZTESTBABY, SCOTT 2 yrs Male DOB: 02 FEB 2022	ZZTESTBABY, SCOTT 2 yrs: Male: DO8: 02 FEB 2022 MRN: 11054450 FIN: 22:006019										
			_						4	Unassigned Ass	sign to me Assign
substatus: Edit 9								Case	e Number: 240408		
Summary Comments Documents	(1) Insurance	Schedulin	9								í.
Case Details											Edit
Medical Service Paediatrics	Referral Reaso breathing diffic	n sulties	C 	odified Reason		Treatm	ient to Date		Referral Typ	e	
Refer from Provider NHS Test01, Physician - Paediatrics	Refer from Loc St. Catharines	ation Site/SC CHAMB	R 1	teferral Written Dat 0/20/2024	e	Reque: 10/20/	sted Start Date 2024		Service By D 10/21/2024	late	
Refer to Provider 	Refer to Locati CH Paediatric (on Clinic SCS	P S	riority tandard		Instruc Referra	tions to Staff al to PCC		Order Comm 	nent	



6. Paediatric Ward Clerk will call the family with the Scheduled Appointment information for the child to return to the Paedriatric Consultation Clinic.