

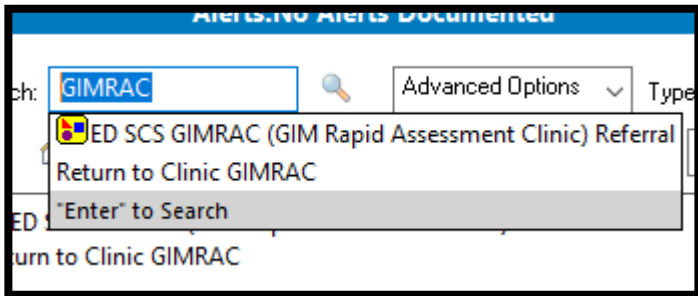
ED GIMRAC Referrals

Orders for WS and SC GIMRAC will send through the Referral Order.

Part One: ED Physicians:



Click on the Add button beside Orders



In the search bar type in GIMRAC and look for the "ED SCS GIMRAC".

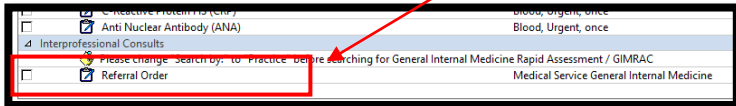
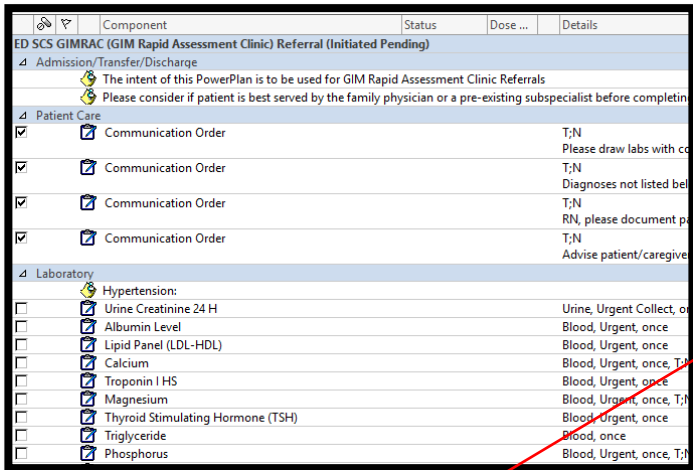
NOTE: this order will be used for both SC GIMRAC and WS GIMRAC

Click on the referral order and the "Done" button at bottom.

The order will open for modifications.

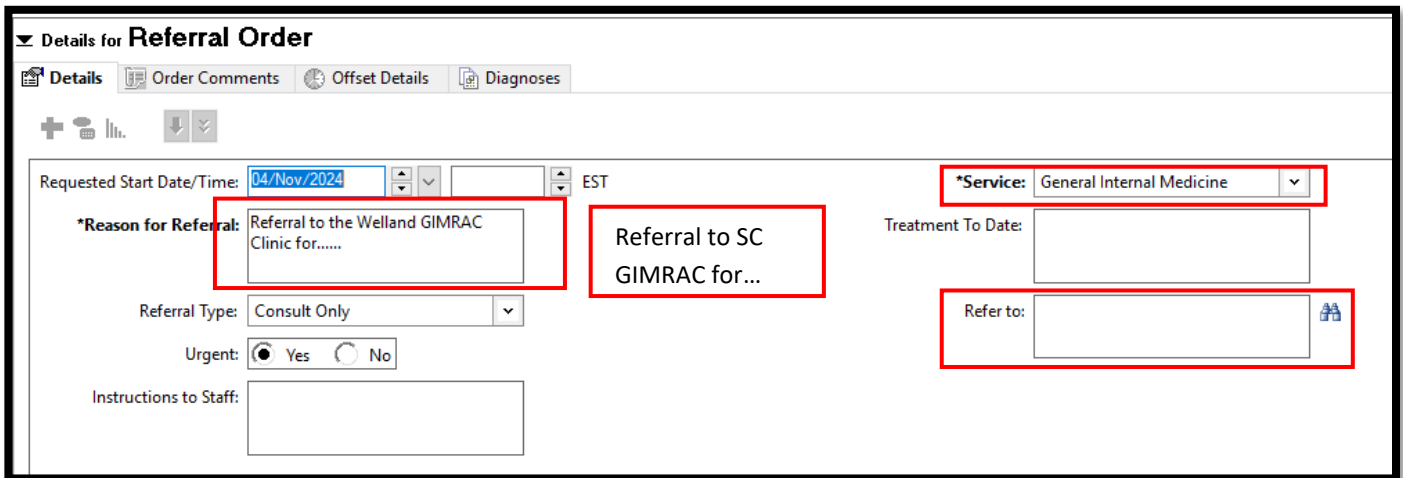
Check off the Lab's you would like to have completed with the referral to GIMRAC.

At the bottom of the powerplan check off the Referral Order and complete the details.



Modify the Order

1. The order must be modified and all the yellow required fields completed
2. Service: is pre-populations with General Internal Medicine
3. Reason for Referral: specify the reason. Ensure you specific if the Referral is to WS GIMRAC or SC GIMRAC.
4. Refer to: click on the binoculars to choose the refer to location (see below)
5. Optional: all other fields, but you can specific the Urgency if needed.



Details for **Referral Order**

Details | Order Comments | Offset Details | Diagnoses

Requested Start Date/Time: 04/Nov/2024 EST

*Reason for Referral: Referral to the Welland GIMRAC Clinic for.....


Referral Type: Consult Only

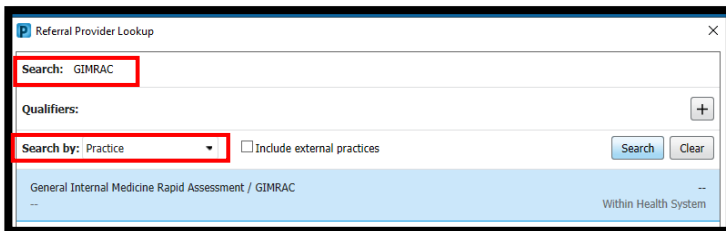
Urgent: Yes No

Instructions to Staff:

*Service: General Internal Medicine

Treatment To Date:

Refer to: 



Referral Provider Lookup

Search: GIMRAC

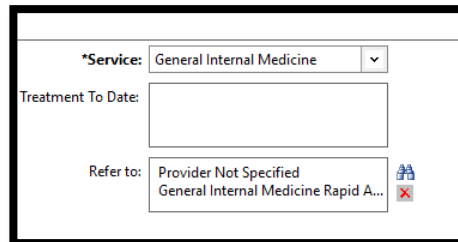
Qualifiers: +

Search by: Practice Include external practices

Search Clear

General Internal Medicine Rapid Assessment / GIMRAC

Within Health System



*Service: General Internal Medicine

Treatment To Date:

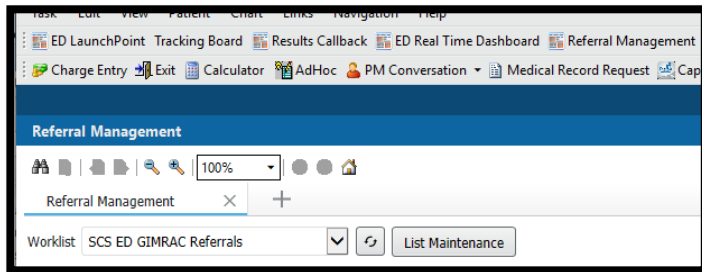
Refer to: Provider Not Specified
 General Internal Medicine Rapid A...

Refer To:

- a. Once you click on the binoculars the Referral Provider Lookup box will open
- b. Change the search by to "Practice"
- c. In the search field type in "GIMRAC"
- d. Click on the clinic you would like to refer to and the "accept" button in the bottom right.
- e. This will populate the refer to field in the Order.

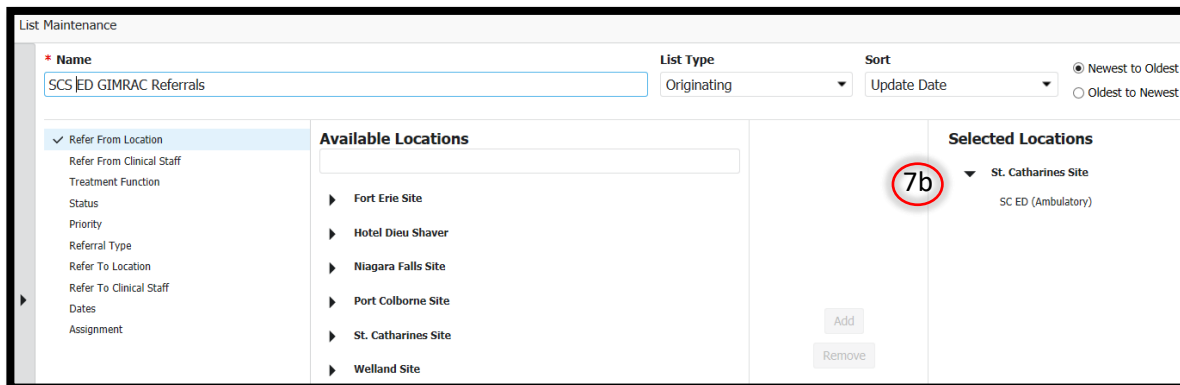
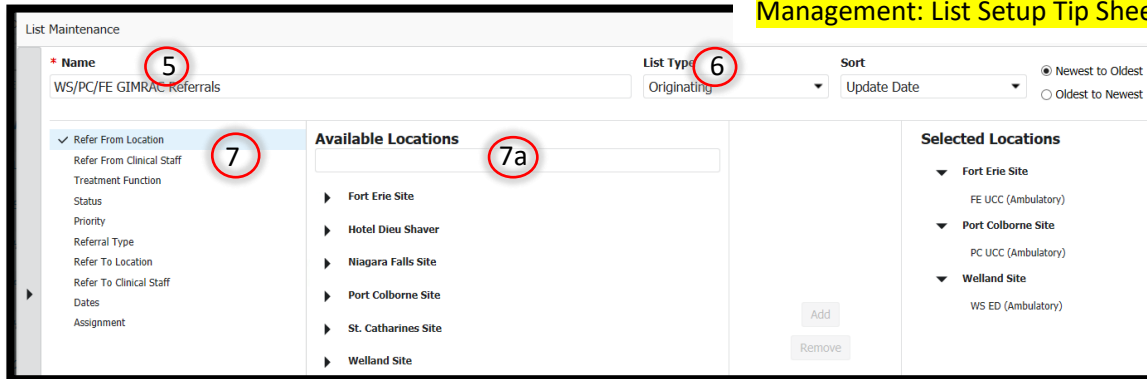
Part Two: ED Ward Clerk

For the GIMRAC Clinic Referral: Clerks will setup an Originating list type. This will allow them to “originate” a referral to the GIMRAC Clinics



1. Click the Referral Management button.
2. Clerk will need to walk through the one-time list set up process.
3. Setting up an “Originating” Referral List
4. Click on the List Maintenance Button and click on the “ADD” button.

NOTE: Please reference Referral Management: List Setup Tip Sheets for more



To set up the Referral List:

5. Give the name a list: WS GIMRAC or SC GIMRAC
6. Pick the originating list type
7. Click on the referral list maintenance location.
 - a) click on Refer from Location
 - b) search and add ED’s and UCC’s as outlined (click on the site to unselect all locations and then you can select the locations you would like)

ED GIMRAC Referrals HIS Tip Sheet

* Name

SCS ED GIMRAC Referrals

- ✓ Refer From Location
 - Refer From Clinical Staff
- ✓ Treatment Function 8
 - Status
 - Priority
 - Referral Type
 - Refer To Location
 - Refer To Clinical Staff
 - Dates
 - Assignment

- Ambulatory
- Cadaveric Donor
- Cardiology
- Complex Continuing Care
- Critical Care
- Deceased
- Dermatology
- Diagnostic Imaging
- Emergency
- Endocrinology/Diabetes
- Family Medicine
- Gastroenterology
- General Internal Medicine

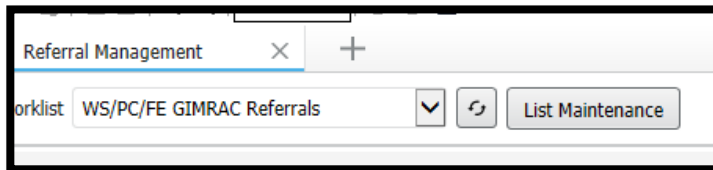
8. Click on Treatment Function

Click on General Internal Medicine to filter your list to referral only for the Requested Service of General Internal Medicine and click "save"

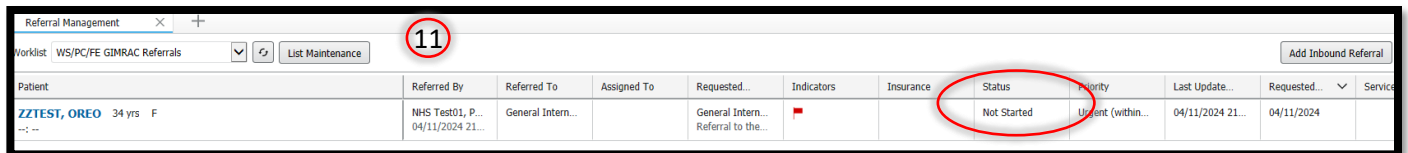
Note: this will filter out referral for other services



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



10. Choose your worklist from the dropdown menu.



Patient	Referred By	Referred To	Assigned To	Requested...	Indicators	Insurance	Status	Priority	Last Update...	Requested...	Service
ZZTEST, OREO 34 yrs F	NHS Test01, P... 04/11/2024 21...	General Intern...		General Intern... Referral to the...			Not Started	Urgent (within...	04/11/2024 21...	04/11/2024	

11. Your filtered list of referrals for GIMRAC WS will display.

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

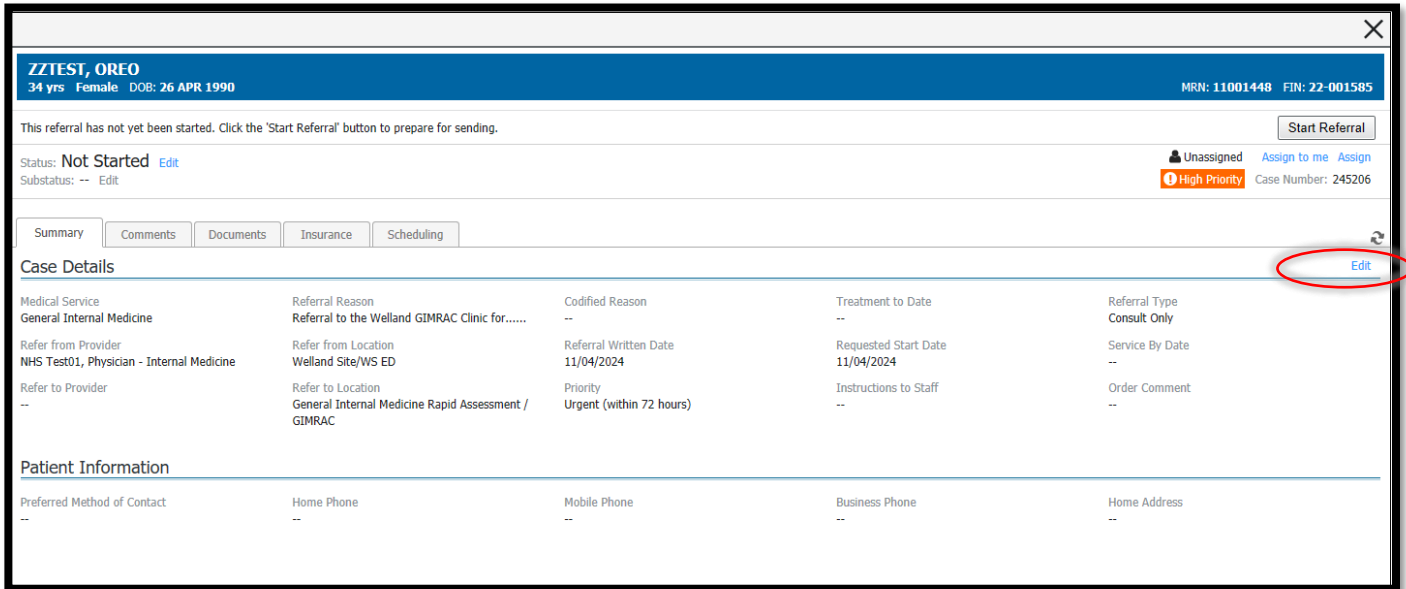
14. To ensure a manageable Refer List: the suggestion would be to go into "List Maintenance" and also click on the "Status" filter and only add the "status" you would like to see. This will reduce the size of your list.
 Ie: Not Started and Pending Acceptance and Save

ED GIMRAC Referrals HIS Tip Sheet

Patient	Referred By	Referred To	Assigned To	Requested...	Indicators	Insurance
ZZTEST, OREO 34 yrs F	NHS Test01, P... 04/11/2024 21...	General Intern...		General Intern... Referral to the...	■	

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.

ED GIMRAC Referrals HIS Tip Sheet



ZZTEST, OREO
 34 yrs Female DOB: 26 APR 1990 MRN: 11001448 FIN: 22-001585

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

Status: **Not Started** [Edit](#)
 Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
 High Priority Case Number: 245206

Summary | Comments | Documents | Insurance | Scheduling

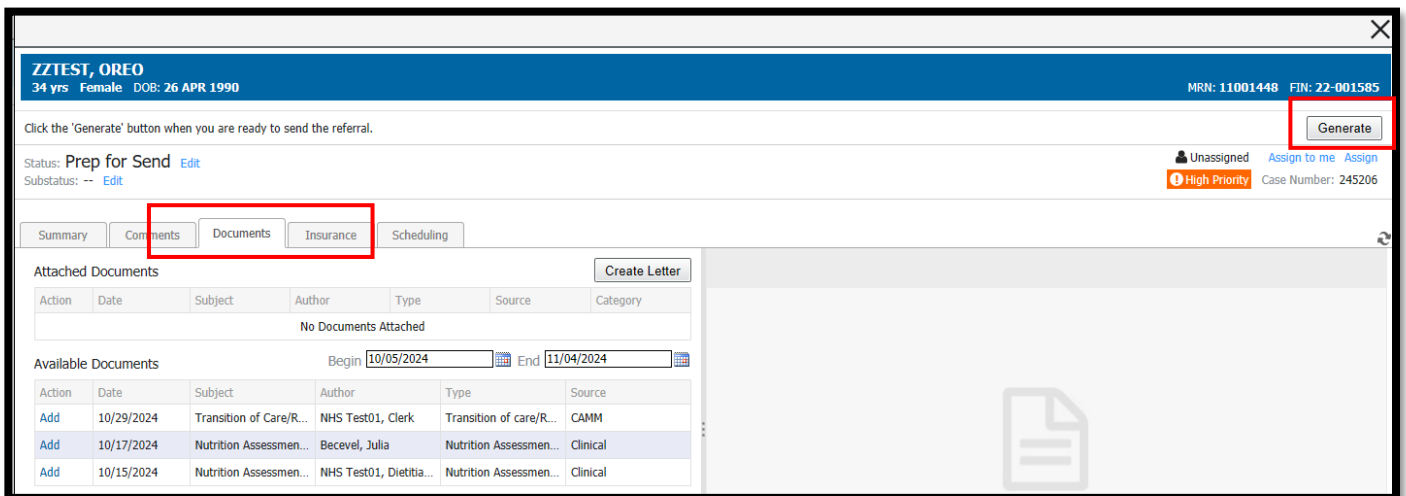
Case Details Edit

Medical Service General Internal Medicine	Referral Reason Referral to the Welland GIMRAC Clinic for.....	Codified Reason --	Treatment to Date --	Referral Type Consult Only
Refer from Provider NHS Test01, Physician - Internal Medicine	Refer from Location Welland Site/WS ED	Referral Written Date 11/04/2024	Requested Start Date 11/04/2024	Service By Date --
Refer to Provider --	Refer to Location General Internal Medicine Rapid Assessment / GIMRAC	Priority Urgent (within 72 hours)	Instructions to Staff --	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone --	Business Phone --	Home Address --
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16. The referral case details will open confirm all of the details are correct.
17. If you need to edit. Click on the EDIT button
18. Click on the Start Referral.
19. Click on Documents and add any documents you would like to the referral for review.
20. Click on Generate.



ZZTEST, OREO
 34 yrs Female DOB: 26 APR 1990 MRN: 11001448 FIN: 22-001585

Click the 'Generate' button when you are ready to send the referral. Generate

Status: **Prep for Send** [Edit](#)
 Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
 High Priority Case Number: 245206

Summary | Comments | Documents | Insurance | Scheduling

Attached Documents Create Letter

Action	Date	Subject	Author	Type	Source	Category
No Documents Attached						

Available Documents Begin: 10/05/2024 End: 11/04/2024

Action	Date	Subject	Author	Type	Source
Add	10/29/2024	Transition of Care/R...	NHS Test01, Clerk	Transition of care/R...	CAMM
Add	10/17/2024	Nutrition Assessmen...	Becevel, Julia	Nutrition Assessmen...	Clinical
Add	10/15/2024	Nutrition Assessmen...	NHS Test01, Dietitia...	Nutrition Assessmen...	Clinical

ED GIMRAC Referrals HIS Tip Sheet

Referral Summary

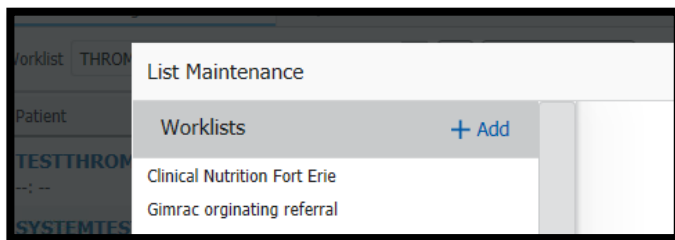
Case Details				
Medical Service General Internal Medicine	Referral Reason Referral to the Welland GIMRAC Clinic for.....	Modified Reason --	Treatment to Date --	Referral Type Consult Only
Refer from Provider NHS Test01, Physician - Internal Me.	Refer from Location Welland Site	Referral Written Date 11/04/2024	Requested Start Date 11/04/2024	Service By Date --
Refer to Provider --	Refer to Location General Internal Medicine Rapid Ass...	Priority Urgent (within 72 hours)	Instructions to Staff --	

Attached Documents				
Date 11/04/2024	Subject Transition of Care/Referral Summary	Author NHS Test01, HJC - Emergency	Type Transition of care/Referral summary	Source CAMM

Transition of Care generated successfully.

24. Click the "Send" Button

BOOKINGS DEPARTMENTS

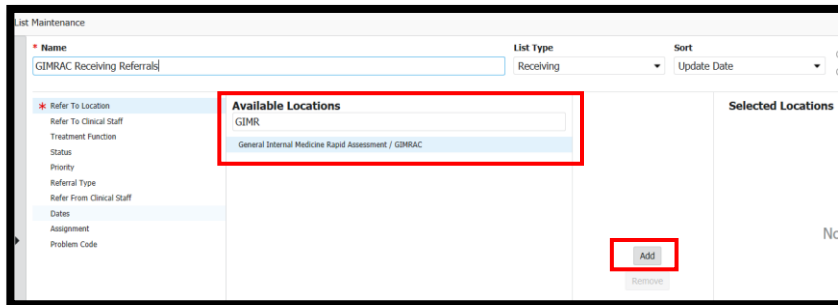


List Maintenance

Worklists + Add

- Clinical Nutrition Fort Erie
- Gimrac originating referral

Outpatient Clerks will set up a GIMRAC Receiving Referral list. Click on List Maintenance. Click on Add List. Give the List a Name. Select Receiving List Type Click on Refer to Location— search for GIMRAC and click add Click save in bottom right corner and close the list.

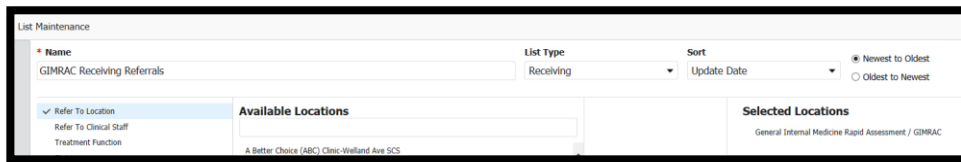


List Maintenance

Name: GIMRAC Receiving Referrals | List Type: Receiving | Sort: Update Date

Available Locations: GIMRAC, General Internal Medicine Rapid Assessment / GIMRAC

Selected Locations: (Empty)



List Maintenance

Name: GIMRAC Receiving Referrals | List Type: Receiving | Sort: Update Date

Available Locations: A Better Choice (ABC) Clinic-Welland Ave SCS

Selected Locations: General Internal Medicine Rapid Assessment / GIMRAC

Refer to Location

ED GIMRAC Referrals HIS Tip Sheet

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	Setrak, Rafi, MBCh... 03/11/2024 16:44	General Internal M...		General Internal M... aetheqyqo64y4wfy			Accepted	Standard	03/11/2024 20:07	03/11/2024	
*ZZTEST, HAPPY 29 yrs F	NHS Test01, Physi... 11/06/2024 14:40	General Internal M...		Orthopaedic Surgery Bleeding in early pr...			Accepted	Standard	29/10/2024 10:09	11/06/2024	
*ZZTEST, OREO 34 yrs F	22/10/2024 00:00	General Internal M...		Ambulatory test			Accepted	Next available appo...	22/10/2024 13:45		
ITONE, CARDIOLOGY 71 yrs M	24/06/2024 00:00	General Internal M...	NHS Test02, Reg/S...	General Internal M... Fatigue		MINISTRY OF HEA...	Patient Seen 24/06/2024 13:40	Urgent (within 72 h...	24/06/2024 13:03		
*ZZTEST, OREO 34 yrs F	NHS Test01, Physi... 04/11/2024 21:06	General Internal M...		General Internal M... Referral to the Well...			Pending Acceptance	Urgent (within 72 h...	04/11/2024 21:27	04/11/2024	
*ZZONG, STRAWBERRYMILKMOB 27 yrs F	Caetano, Helen Ma... 25/10/2024 00:00	General Internal M...		Ambulatory test		MINISTRY OF HEA...	Pending Acceptance	Standard	25/10/2024 08:54		
TESTNUTRITION, LEZLIE 44 yrs F	21/10/2024 00:00	General Internal M...		Ambulatory test		MINISTRY OF HEA...	Pending Acceptance	Next available appo...	21/10/2024 11:21		
*ZZONG, DONNA 57 yrs F	NHS Test01, Physi... 11/05/2024 22:57	General Internal M...		Neonatology transition of care		CANADA LIFE ASS...	Pending Acceptance	Standard	24/06/2024 09:40	11/05/2024	
EDREGIONAL, CHESTPAIN 50 yrs M	Setrak, Rafi, MBCh... 03/11/2024 19:34	General Internal M...		General Internal M... GIMRAC Test		MINISTRY OF HEA...	Scheduled 04/11/2024 11:10	Urgent (within 72 h...	03/11/2024 19:38	03/11/2024	14/11/2024
TEST, LEZLIE 54 yrs F	14/06/2024 00:00	General Internal M...		General Internal M... fatigue		MINISTRY OF HEA...	Scheduled 06/08/2024 08:00	Urgent (within 48 h...	27/06/2024 11:49		

Patient	Referral Details																														
SMITH, KLOE 44 yrs F	<div style="border: 1px solid black; padding: 5px;"> <p>ZZTEST, OREO 34 yrs Female DOB: 26 APR 1990 MRN: 11001448</p> <p>Please Accept or Reject the referral.</p> <p>Status: Pending Acceptance Edit</p> <p>Substatus: Edit</p> <p>Unassigned Assign to me Assign High Priority Case Number: 245206</p> <p>Summary Comments Documents (1) Insurance Scheduling</p> <p>Case Details Edit</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td>Medical Service</td> <td>Referral Reason</td> <td>Codified Reason</td> <td>Treatment to Date</td> <td>Referral Type</td> </tr> <tr> <td>General Internal Medicine</td> <td>Referral to the Welland GIMRAC Clinic for....</td> <td>--</td> <td>--</td> <td>Consult Only</td> </tr> <tr> <td>Refer from Provider</td> <td>Refer from Location</td> <td>Referral Written Date</td> <td>Requested Start Date</td> <td>Service By Date</td> </tr> <tr> <td>NHS Test01, Physician - Internal Medicine</td> <td>Welland Site/WS ED</td> <td>11/04/2024</td> <td>11/04/2024</td> <td>--</td> </tr> <tr> <td>Refer to Provider</td> <td>Refer to Location</td> <td>Priority</td> <td>Instructions to Staff</td> <td>Order Comment</td> </tr> <tr> <td>--</td> <td>General Internal Medicine Rapid Assessment / GIMRAC</td> <td>Urgent (within 72 hours)</td> <td>--</td> <td>--</td> </tr> </table> <p>Patient Information</p> <p>Preferred Method of Contact: Home Phone Mobile Phone Business Phone Home Address</p> </div>	Medical Service	Referral Reason	Codified Reason	Treatment to Date	Referral Type	General Internal Medicine	Referral to the Welland GIMRAC Clinic for....	--	--	Consult Only	Refer from Provider	Refer from Location	Referral Written Date	Requested Start Date	Service By Date	NHS Test01, Physician - Internal Medicine	Welland Site/WS ED	11/04/2024	11/04/2024	--	Refer to Provider	Refer to Location	Priority	Instructions to Staff	Order Comment	--	General Internal Medicine Rapid Assessment / GIMRAC	Urgent (within 72 hours)	--	--
Medical Service		Referral Reason	Codified Reason	Treatment to Date	Referral Type																										
General Internal Medicine		Referral to the Welland GIMRAC Clinic for....	--	--	Consult Only																										
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NHS Test01, Physician - Internal Medicine		Welland Site/WS ED	11/04/2024	11/04/2024	--																										
Refer to Provider		Refer to Location	Priority	Instructions to Staff	Order Comment																										
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*ZZTEST, HAPPY 29 yrs F																															
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ITONE, CARDIOLOGY 71 yrs M																															
*ZZTEST, OREO 34 yrs F																															
*ZZONG, STRAWBERRYMILKMOB 27 yrs F																															
TESTNUTRITION, LEZLIE 44 yrs F																															
*ZZONG, DONNA 57 yrs F																															
EDREGIONAL, CHESTPAIN 50 yrs M																															
TEST, LEZLIE 54 yrs F																															

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.

Open the Pending Acceptance Referrals and review the “referral from location” and “refer to location”.

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.

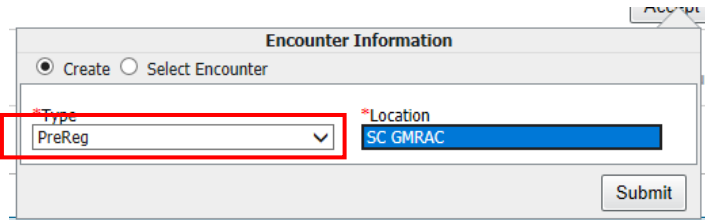
Open the Pending Acceptance Referrals and review the “referral from location” and “refer to location”.

SC Referrals will be booked by St. Catharines Central Booking during the Day and Welland Registration at night.

WS/PC/FE Referrals will be booked by Mary Frattaroli as Welland site during the day and she will call with the patient with an appointment.

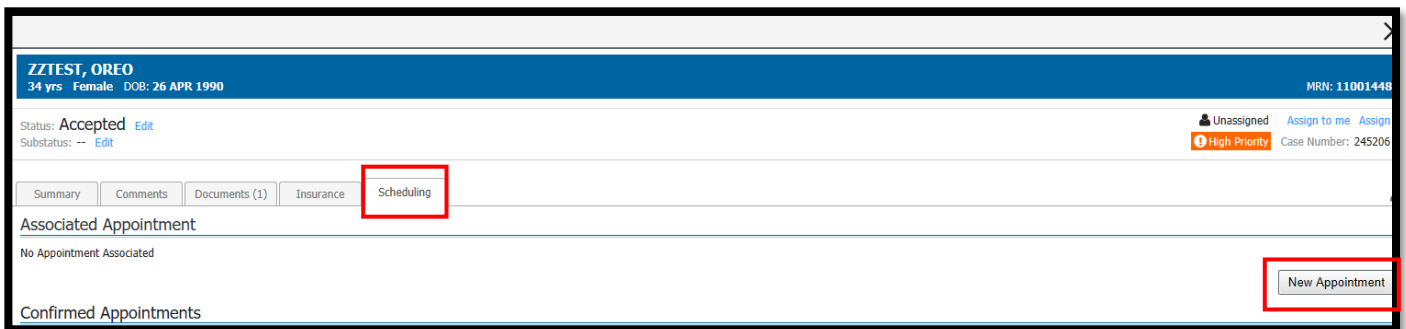
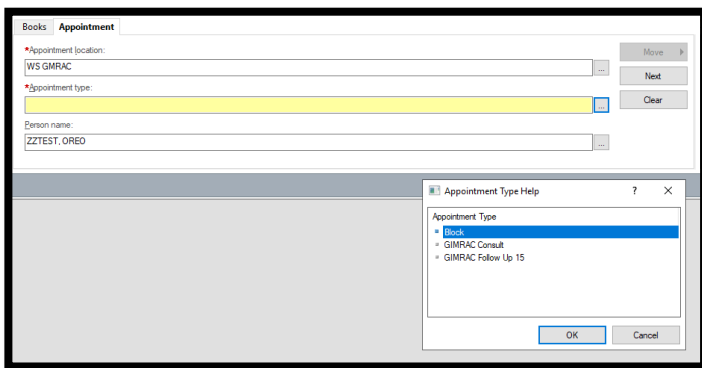
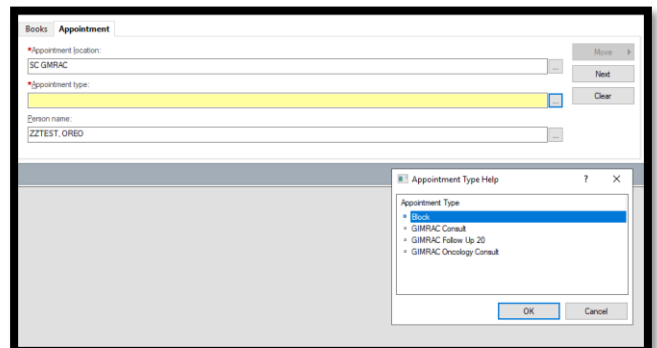
Click Accept the Referral.

ED GIMRAC Referrals HIS Tip Sheet



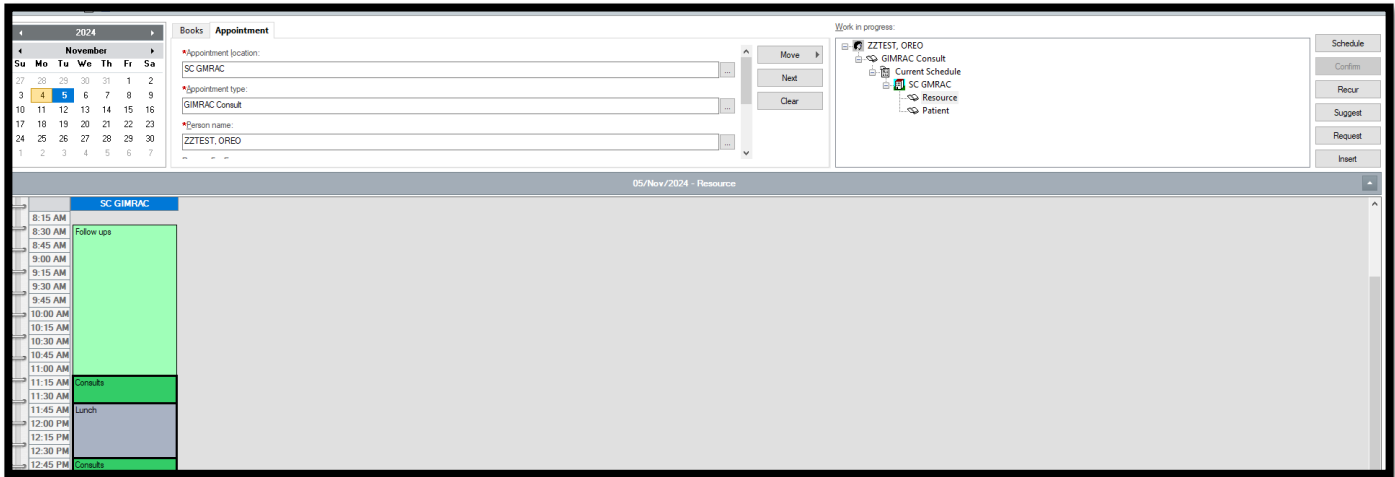
Note: the Location will pre-populate based on the location from the referral order.

- 26. 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
- 27. This will change the referral to “Accepted”
- 28. You can then click on the “Schedule” Tab and “New Appointment”, which will launch into the scheduling application.

- ### Scheduling the Appointment
1. Choose the Appointment Location; both WS GMRAC and SC GMRAC can be booked to
 2. Choose the Appointment Type
 3. The patient name will pre-populate from the referral
 4. Complete the reason for referral
 5. Click “Move” and the patient will move to the right hand column and is ready to be scheduled

ED GIMRAC Referrals HIS Tip Sheet

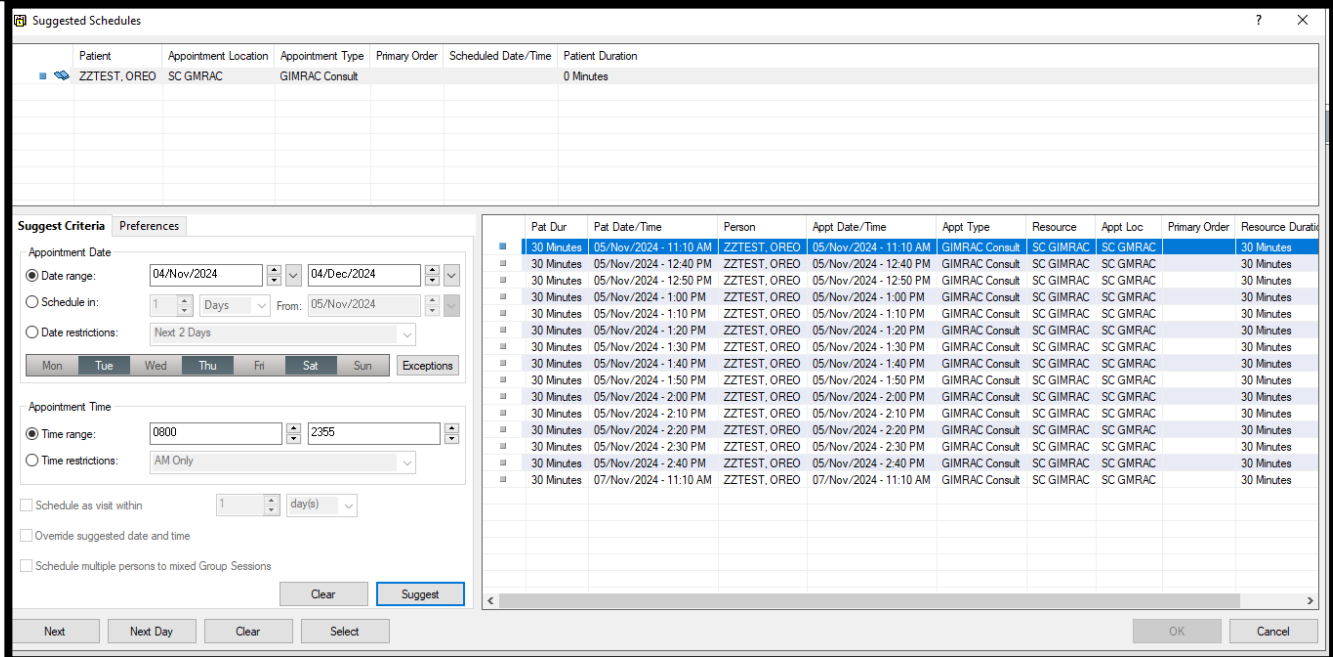


The screenshot shows the 'Appointment' window in the HIS system. At the top left is a calendar for November 2024. The 'Appointment' form includes fields for:

- Appointment location: SC GIMRAC
- Appointment type: GIMRAC Consult
- Person name: ZZTEST, OREO

 On the right, there are buttons for 'Move', 'Next', and 'Clear'. Below the form is a 'Work in progress' section showing a tree view of the appointment: ZZTEST, OREO -> GIMRAC Consult -> Current Schedule -> SC GIMRAC -> Resource -> Patient. At the bottom right are buttons for 'Schedule', 'Confirm', 'Recur', 'Suggest', 'Request', and 'Insert'. The main area shows a resource view for 'SC GIMRAC' with a grid of time slots from 8:15 AM to 12:45 PM. Some slots are highlighted in green, indicating availability.

8. Click on the suggest button. And the “suggested schedules” screen will populate.
9. Add the Criteria you would like to search by ie: date range and days of the week.
10. Click the suggest button and a list of available GIMRAC Consults will population. Pick the first available appointment
11. Choose the appointment you would like double click on the appointment and click “OK” in bottom right.



The screenshot shows the 'Suggested Schedules' window. At the top, there is a table with columns: Patient, Appointment Location, Appointment Type, Primary Order, Scheduled Date/Time, and Patient Duration. The first row shows: ZZTEST, OREO, SC GIMRAC, GIMRAC Consult, 0 Minutes.

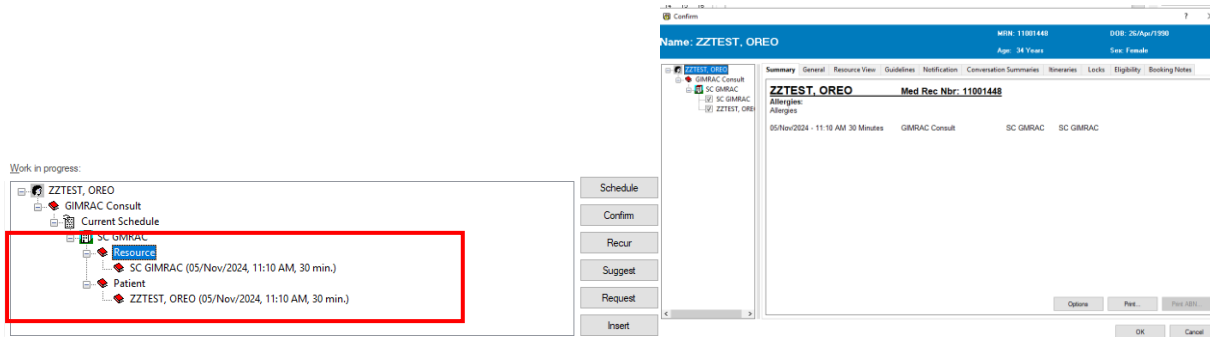
Below this is the 'Suggest Criteria' section with the following settings:

- Appointment Date:
 - Date range: 04/Nov/2024 to 04/Dec/2024
 - Schedule in: 1 Days
 - Date restrictions: Next 2 Days
 - Days: Mon, Tue, Wed, Thu, Fri, Sat, Sun (all selected)
- Appointment Time:
 - Time range: 0800 to 2355
 - Time restrictions: AM Only
- Other options:
 - Schedule as visit within: 1 day(s)
 - Override suggested date and time:
 - Schedule multiple persons to mixed Group Sessions:

 At the bottom of the criteria section are buttons for 'Clear' and 'Suggest'. Below the criteria is a large table of suggested appointments with columns: Pat Dur, Pat Date/Time, Person, Appt Date/Time, Appt Type, Resource, Appt Loc, Primary Order, and Resource Durati. The first row is highlighted in blue: 30 Minutes, 05/Nov/2024 - 11:10 AM, ZZTEST, OREO, 05/Nov/2024 - 11:10 AM, GIMRAC Consult, SC GIMRAC, SC GIMRAC, 30 Minutes.

At the bottom of the window are buttons for 'Next', 'Next Day', 'Clear', 'Select', 'OK', and 'Cancel'.

ED GIMRAC Referrals HIS Tip Sheet



11. Click on the + sign beside the resource and patient to see the appointment you have chosen.
12. Click on the confirm button and an appointment confirmation will open and you can print. Call the ED with the appointment date and time.
11. Click okay and scheduling is complete.

Note: SCS appointments are first available

Note: WS/NF be booked by Mary F.

12. Once scheduled the referral will drop off your Referral List.
13. Move on to the next Referral.

For more Scheduling information go to Scheduling Essentials: [https://youtu.be/ F8d8GhAfOE](https://youtu.be/F8d8GhAfOE)

Or

Scheduling Tip Sheets

NOTE:

If you have "scheduled" as a filter status you will see appointment that have been scheduled on your list