

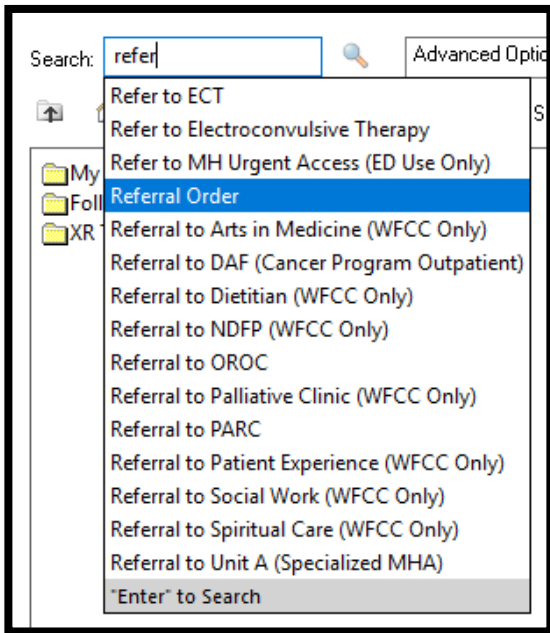
ED Ortho Referrals

Orders for Orthopaedic/Fracture Clinic will send through the Referral Order.

Part One: ED Physicians:



Click on the Add button beside Orders



In the search bar type in refer and look for the "Referral Order"

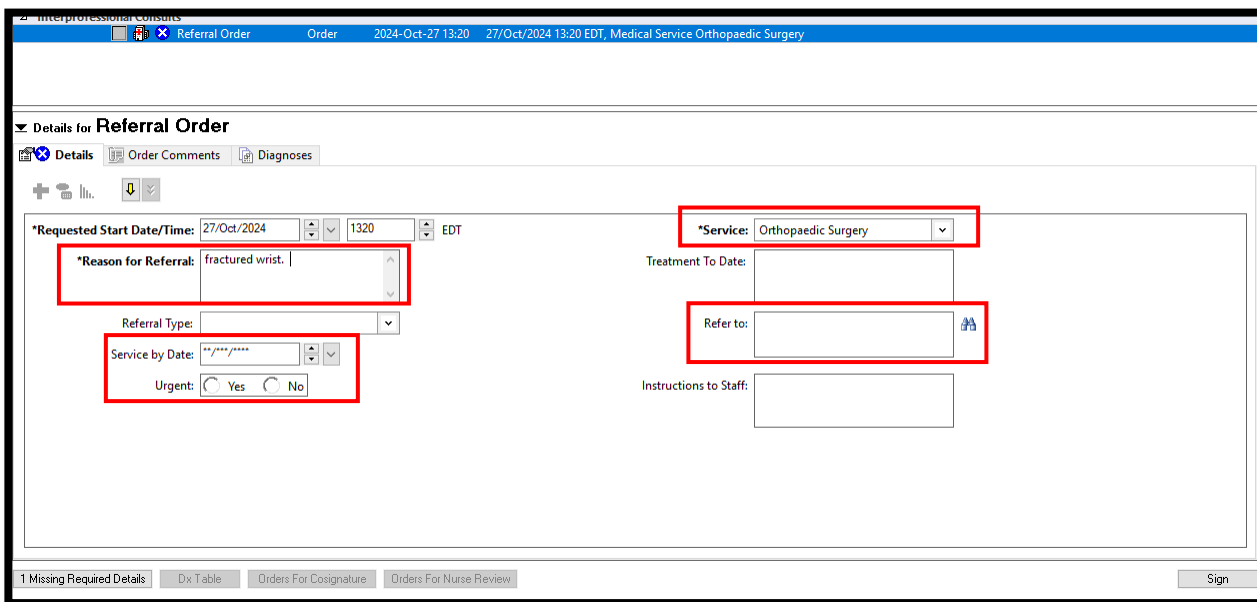
Click on the referral order and the "Done" button at bottom.

The referral order will open for modifications.

ED Orthopaedic Referrals HIS Tip Sheet

Modify the Order

1. The order must be modified and all the yellow required fields completed
2. Service: "Orthopaedic Surgery"
3. Reason for Referral: specify the reason
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.
6. Sign the referral and let the clerk know the patient has been referred to Orthopaedic Clinic.



Interprofessional consults
 Referral Order Order 2024-Oct-27 13:20 27/Oct/2024 13:20 EDT, Medical Service Orthopaedic Surgery

Details for Referral Order

Details Order Comments Diagnoses

*Requested Start Date/Time: 27/Oct/2024 1320 EDT

*Reason for Referral: fractured wrist. |

Referral Type: [dropdown]

Service by Date: [dropdown]

Urgent: Yes No

*Service: Orthopaedic Surgery

Treatment To Date: [text box]

Refer to: [text box] [binoculars icon]

Instructions to Staff: [text box]

1 Missing Required Details | Dx Table | Orders For Cosignature | Orders For Nurse Review | Sign



Referral Provider Lookup

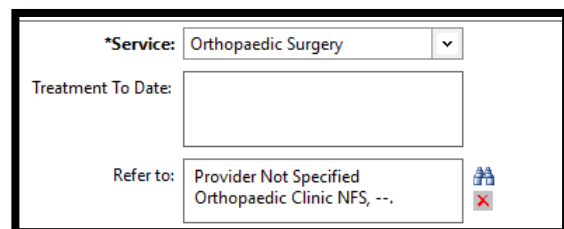
Search: orthopaedic clinic

Qualifiers: [dropdown]

Search by: Practice Include external practices

Search Clear

Orthopaedic Clinic NFS	Orthopaedic Surgery Within Health System: 4 Providers Available
Orthopaedic Clinic SCS	Orthopaedic Surgery Within Health System: 6 Providers Available
Orthopaedic Clinic WS	Orthopaedic Surgery Within Health System: 4 Providers Available



*Service: Orthopaedic Surgery

Treatment To Date: [text box]

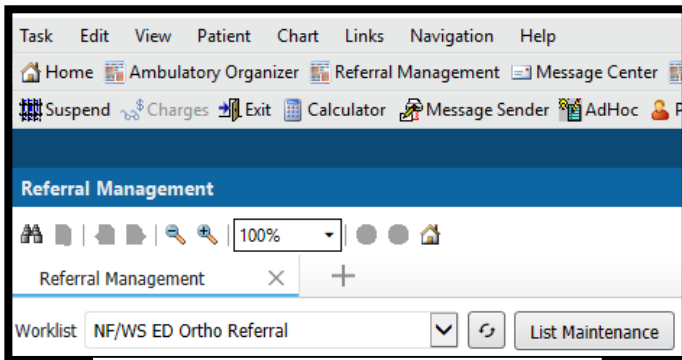
Refer to: Provider Not Specified
 Orthopaedic Clinic NFS, -- [binoculars icon]

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 "Orthopaedic Clinic"
- 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

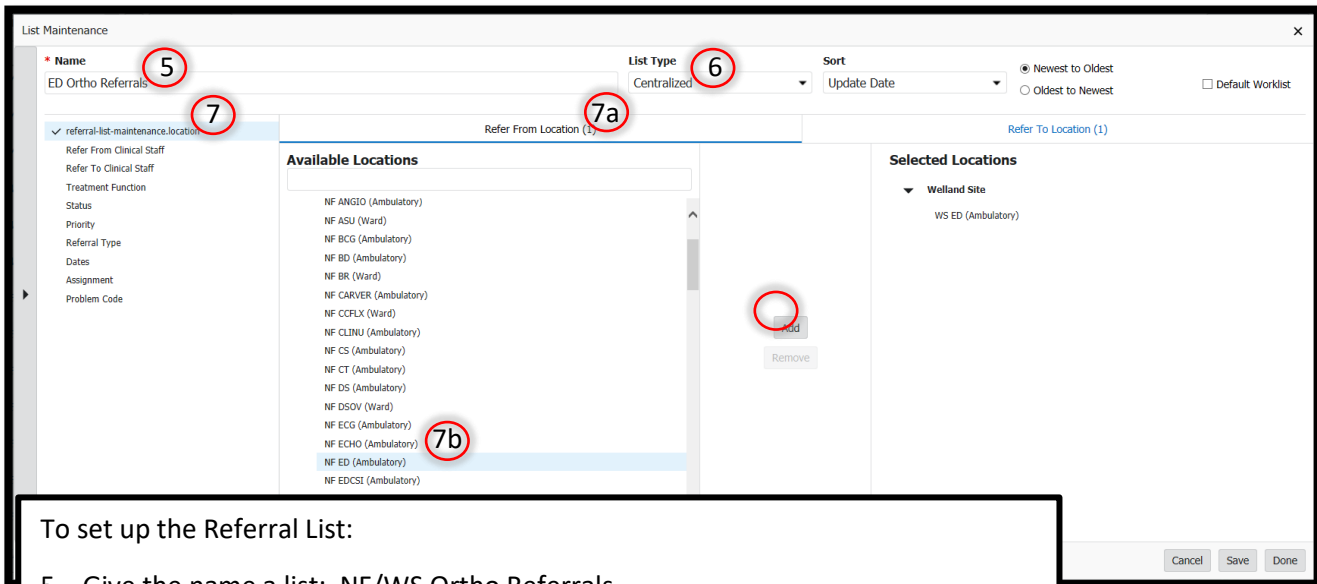
For the Orthopaedic Clinic Referral: Clerks will setup a centralized list type. This will allow them to both “originate” and “receive” a referral within the same process.



You only need to set your list up once.

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

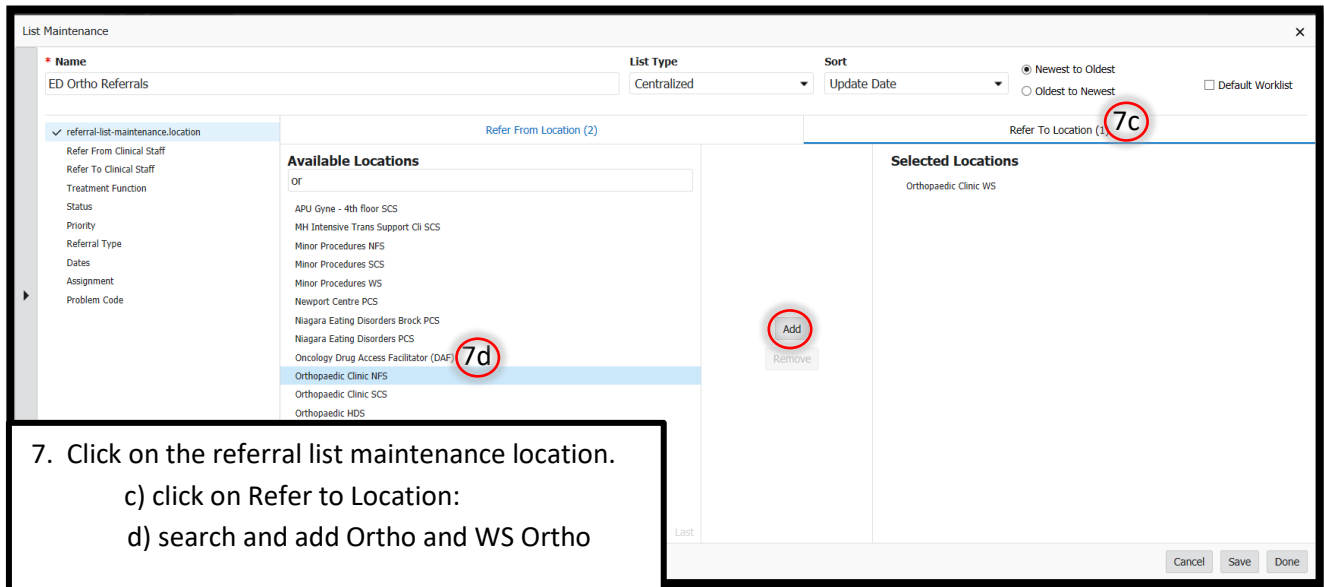
NOTE: Please reference Referral Management: List Setup Tip Sheets for more



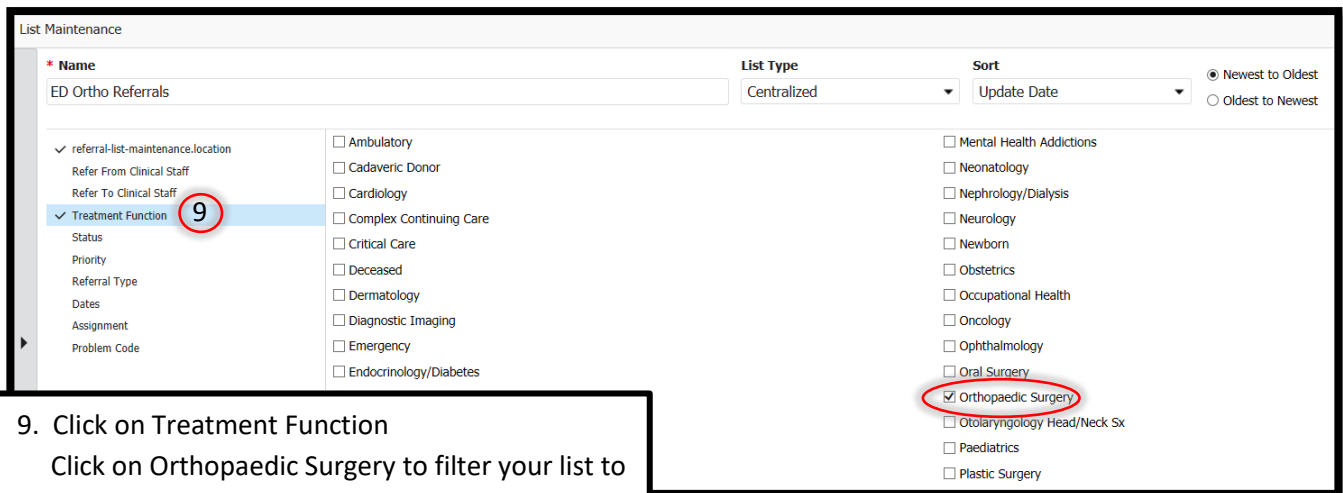
To set up the Referral List:

5. Give the name a list: NF/WS Ortho Referrals
6. Pick the centralized list type
7. Click on the referral list maintenance location.
 - a) click on Refer from Location
 - b) search and add 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)

ED Orthopaedic Referrals HIS Tip Sheet



7. Click on the referral list maintenance location.
 c) click on Refer to Location:
 d) search and add Ortho and WS Ortho



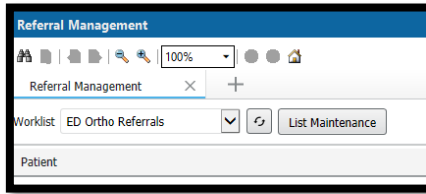
9. Click on Treatment Function
 Click on Orthopaedic Surgery to filter your list to referral only for the Requested Service of Orthopaedic Surgery and click "save"
 Note: this will filter out referral for other services

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



ED Orthopaedic Referrals HIS Tip Sheet

11. Choose your worklist from the dropdown menu.



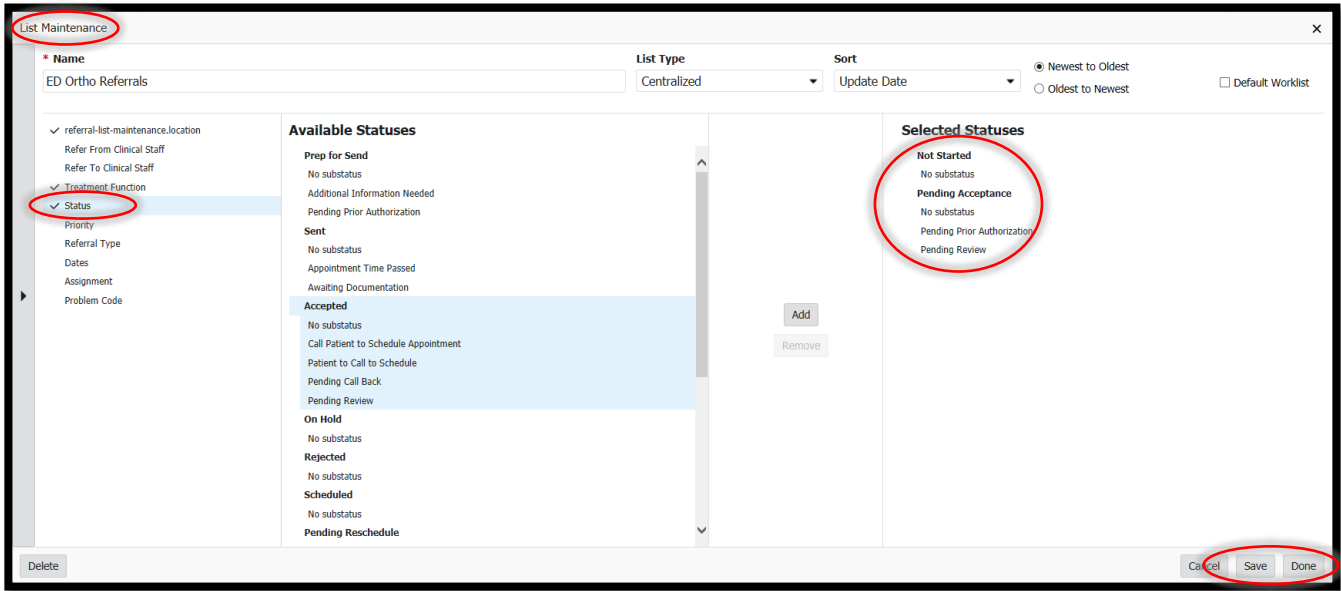
12

Patient	Referred By	Referred To	Assigned To	Requested...	Indicators	Insurance	Status	Priority	Last Updat...	Requested...	Service By...
ZZORTHOD, MARK 49 yrs M	NHS Test01, P... 27/10/2024 1...	Orthopaedic Cl...		Orthopaedic S... Fractured Wrist		MINISTRY OF...	Accepted	Standard	27/10/2024 16...	27/10/2024	
*ZZTEST, ORTHO 8 yrs M	NHS Test01, P... 07/06/2024 1...	Orthopaedic Cl...		Orthopaedic S... Wrist Fracture			Accepted	Standard	07/06/2024 13...	07/06/2024	10/06/2024
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...			Pending Acceptance	Standard	27/07/2024 12...	13/06/2024	
ITONE, FALLSYSCOPE JESSY 41 yrs M	NHS Test01, P... 20/06/2024 0...	Orthopaedic Cl... Gunton, Matth...		Orthopaedic S... Fractured left...		MINISTRY OF...	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			Pending Acceptance	Standard	14/06/2024 11...	14/06/2024	
*ZZTEST, OWALA 34 yrs F	NHS Test01, P... 30/05/2024 1...	Orthopaedic Cl...		Orthopaedic S... fracture			Prep for Send	Standard	12/06/2024 22...	30/05/2024	
*ZZTEST, ORO 34 yrs F	NHS Test01, P... 28/10/2024 2...	Orthopaedic Cl...		Orthopaedic S... ankle fracture			Scheduled 29/10/2024 08:00	Standard	29/10/2024 09...	28/10/2024	
SYSTEMTEST, AMBFORTYFOUR 74 yrs M	NHS Test02, P... 21/10/2024 1...	Orthopaedic Cl...		Orthopaedic S... R wrist fracture		MINISTRY OF...	Scheduled 21/10/2024 08:00	Standard	23/10/2024 13...	21/06/2024	
*ZZTEST, ORTHO 8 yrs M	NHS Test01, P... 07/06/2024 1...	Orthopaedic Cl... Ostrowski, Joh...		Orthopaedic S... leg fracture			Scheduled 10/06/2024 12:00	Standard	07/06/2024 13...	07/06/2024	
*TEST, LEZLIE 54 yrs F	NHS Test01, P... 17/05/2024 1...	Orthopaedic Cl...		Orthopaedic S... fractured ankle		MINISTRY OF...	Scheduled 20/05/2024 08:00	Standard	17/05/2024 11...	17/05/2024	

12. Your filtered list of referrals for Orthopaedic Surgery: NF Ortho and WS Ortho 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 and Save

ED Orthopaedic Referrals HIS Tip Sheet



List Maintenance

Name: ED Ortho Referrals | List Type: Centralized | Sort: Update Date | Newest to Oldest | Default Worklist

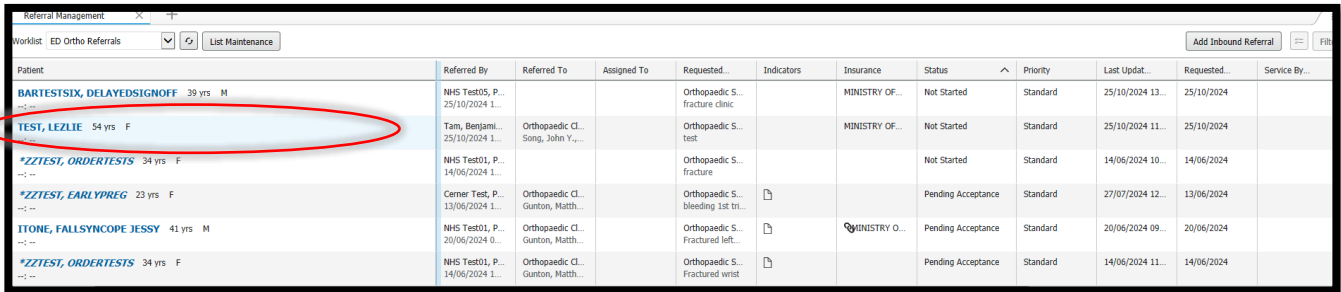
Available Statuses

- Prep for Send**
 - No substatus
 - Additional Information Needed
 - Pending Prior Authorization
- Sent**
 - No substatus
 - Appointment Time Passed
 - Awaiting Documentation
- Accepted**
 - No substatus
 - Call Patient to Schedule Appointment
 - Patient to Call to Schedule
 - Pending Call Back
 - Pending Review
- On Hold**
 - No substatus
- Rejected**
 - No substatus
- Scheduled**
 - No substatus
- Pending Reschedule**

Selected Statuses

- Not Started**
 - No substatus
- Pending Acceptance**
 - No substatus
 - Pending Prior Authorization
 - Pending Review

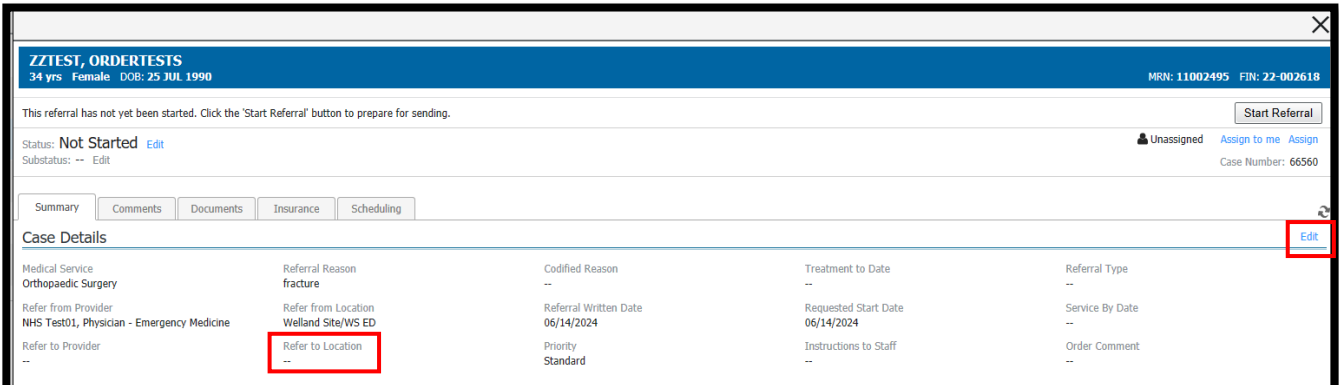
Buttons: Delete, Cancel, Save, Done



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 tr...			Pending Acceptance	Standard	27/07/2024 12...	13/06/2024	
ITONE, FALLSYNCOPE JESSY 41 yrs M	NHS Test01, P... 20/06/2024 0...	Orthopaedic Cl... Gunton, Matth...		Orthopaedic S... Fractured left...		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			Pending Acceptance	Standard	14/06/2024 11...	14/06/2024	

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 Orthopaedic Referrals HIS Tip Sheet



ZZTEST, ORDERTESTS
 34 yrs Female DOB: 25 JUL 1990 MRN: 11002495 FIN: 22-002618

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

Status: **Not Started** [Edit](#) Unassigned [Assign to me](#) [Assign](#)
 Substatus: -- [Edit](#) Case Number: 66560

Summary | Comments | Documents | Insurance | Scheduling

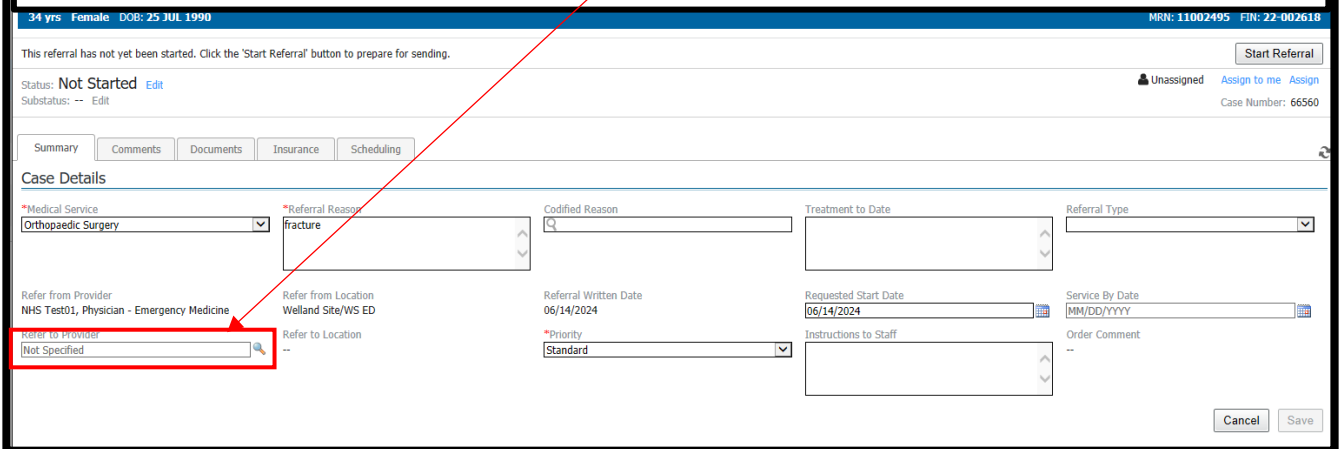
Case Details Edit

Medical Service Orthopaedic Surgery	Referral Reason fracture	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Provider NHS Test01, Physician - Emergency Medicine	Refer from Location Welland Site/WS ED	Referral Written Date 06/14/2024	Requested Start Date 06/14/2024	Service By Date --
Refer to Provider --	Refer to Location --	Priority Standard	Instructions to Staff --	Order Comment --

16. The referral case details will open and you will note that the refer to location has potentially not been completed. Click the Edit button to add the "Refer to Location" if it is not there or is not the correct location

For South Niagara you will alternate the refer to location between NF and WS based on the Orthopaedic On-Call Rotation List.

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



34 yrs Female DOB: 25 JUL 1990 MRN: 11002495 FIN: 22-002618

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

Status: **Not Started** [Edit](#) Unassigned [Assign to me](#) [Assign](#)
 Substatus: -- [Edit](#) Case Number: 66560

Summary | Comments | Documents | Insurance | Scheduling

Case Details

*Medical Service Orthopaedic Surgery	*Referral Reason fracture	Codified Reason Q	Treatment to Date	Referral Type
Refer from Provider NHS Test01, Physician - Emergency Medicine	Refer from Location Welland Site/WS ED	Referral Written Date 06/14/2024	Requested Start Date 06/14/2024	Service By Date MM/DD/YYYY
Refer to Provider Not Specified	Refer to Location --	*Priority Standard	Instructions to Staff	Order Comment --

Cancel Save

ED Orthopaedic Referrals HIS Tip Sheet

Provider Search

Search: Orthopaedic Clinic

Qualifiers:

Search by: Practice Include external practices

Orthopaedic Clinic NFS
 ...

Orthopaedic Clinic SCS
 ...

Orthopaedic Clinic WS
 ...

Search Clear

18. The provider search window will open.

19. Change the search by to "Practice" and search for the Orthopaedic Clinic you would like to add.

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

Provider Search

Search: ortho

Qualifiers:

Search by: Practice Include external practices

Brantford Orthopaedic Institute
 270 King George Road, Brantford, Ontario N0R 5L5

Orthopaedic Clinic NFS
 ...

Orthopaedic Clinic SCS
 ...

Orthopaedic Clinic WS
 ...

Orthopaedic HDS
 ...

Accept

ZZORTHOED, MARK
 49 yrs Male DOB: 28 AUG 1975

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

Status: Not Started [Edit](#)

Substatus: -- EDR

Unassigned Case Number: 244707

Start Referral

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service: Orthopaedic Surgery
 Referral Reason: Fractured Wrist
 Codified Reason: S
 Treatment to Date: --
 Referral Type: --

Refer from Provider: NWS Teatli, Physician - Orthopaedic Surgery
 Refer from Location: St. Catharines Site/SC ED
 Referral Within Date: 10/27/2024
 Requested Start Date: 06/27/2024
 Service By Date: 06/27/2024

Refer to Provider: Not Specified
 Refer to Location: Orthopaedic Clinic WS
 Priority: Standard
 Instructions by Staff: --

Order Comment: --

Cancel Save

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

22. Click "Start Referral"

23. Click "Generate"

ZZORTHOED, MARK
 49 yrs Male DOB: 28 AUG 1975

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

Status: Prep for Send [Edit](#)

Substatus: -- EDR

Unassigned Case Number: 244707

Generate

Summary Comments Documents Insurance Scheduling

Case Details

Medical Service: Orthopaedic Surgery
 Referral Reason: Fractured Wrist
 Codified Reason: --
 Treatment to Date: --
 Referral Type: --

Refer from Provider: NWS Teatli, Physician - Orthopaedic Surgery
 Refer from Location: St. Catharines Site/SC ED
 Referral Within Date: 10/27/2024
 Requested Start Date: 10/27/2024
 Service By Date: --

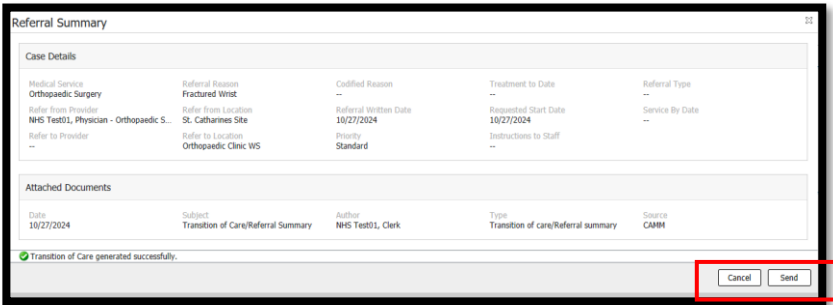
Refer to Provider: --
 Refer to Location: Orthopaedic Clinic WS
 Priority: Standard
 Instructions by Staff: --

Order Comment: --

Patient Information

Referred Method of Contact: --
 Home Phone: --
 Mobile Phone: 905554444
 Business Phone: --
 Home Address: 405 Northline St
 Fonthill, Ontario L0S1E4

ED Orthopaedic Referrals HIS Tip Sheet



Referral Summary

Case Details

Medical Service Orthopaedic Surgery	Referral Reason Fractured Wrist	Credited 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 --	

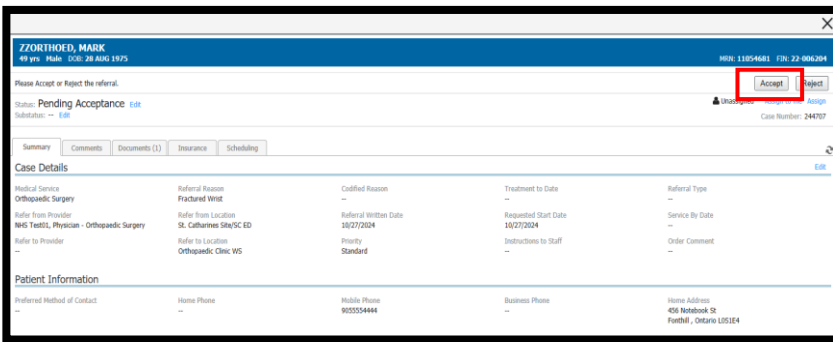
Attached Documents

Date 10/27/2024	Subject Transition of Care/Referral Summary	Author NHS Test01, Clerk	Type Transition of care/Referral summary	Source CAMH
--------------------	--	-----------------------------	---	----------------

Transition of Care generated successfully.

Cancel Send

24. Click the "Send" Button
25. Click the "Accept" Button
26. The Encounter Information Drop Down window will open. Select "PreReg" and submit.
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.



ZZORTHOED, MARK
 49 yrs Male DOB: 28 AUG 1975

MRN: 11054681 / IN: 22-006204

Status: Pending Acceptance [Edit](#)

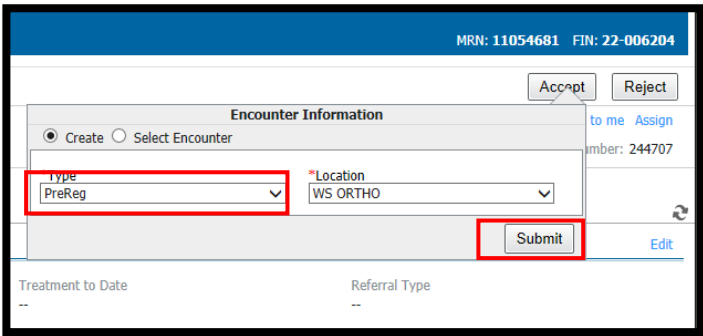
Accept Reject

Case Details

Medical Service Orthopaedic Surgery	Referral Reason Fractured Wrist	Credited Reason --	Treatment to Date --	Referral Type --
Refer from Provider NHS Test01, Physician - Orthopaedic Surgery	Refer from Location St. Catharines Site/SC ED	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 --	Order Comment --

Patient Information

Referred Method of Contact --	Home Phone --	Mobile Phone 905554444	Business Phone --	Home Address 459 Newbrook St Fonthill, Ontario L5S1E4
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MRN: 11054681 FIN: 22-006204

Accept Reject

Encounter Information

Create Select Encounter

Type
PreReg

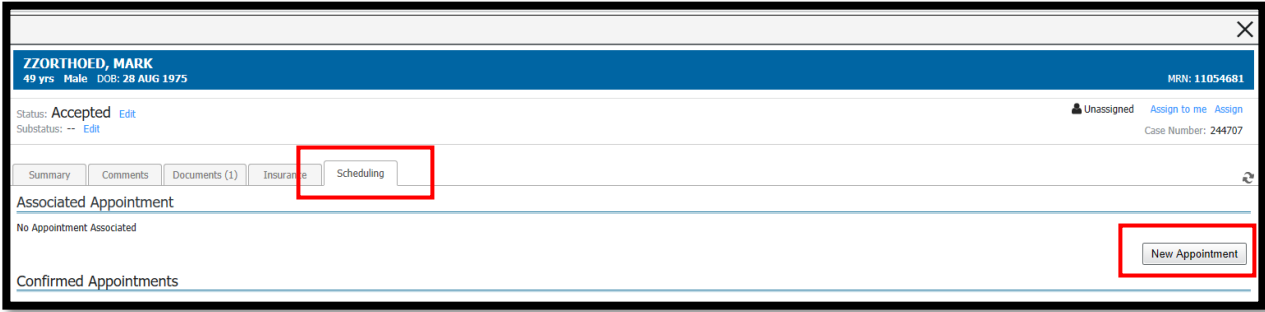
***Location**
WS ORTHO

Submit

Treatment to Date
--

Referral Type
--

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



ZZORTHOED, MARK
 49 yrs Male DOB: 28 AUG 1975

MRN: 11054681

Status: Accepted [Edit](#)

Substatus: -- [Edit](#)

Summary Comments Documents (1) Insurance Scheduling

Associated Appointment

No Appointment Associated

Confirmed Appointments

New Appointment

ED Orthopaedic Referrals HIS Tip Sheet

Books Appointment

*Appointment location:
 WS ORTHO

*Appointment type:

*Person name:
 ZZTEST, ORDERTESTS

g. John Y. MD | Katchky, Adam Matthew... | Hopkins, Erik Maurice MD

12:00 AM Open

Appointment Type Help

- Block
- ORTHO Aspiration
- ORTHO Carpal Tunnel Release
- ORTHO Cast Off + Xray + Recast
- ORTHO ED Consult**
- ORTHO Excision
- ORTHO Follow Up Visit
- ORTHO Pin Rem External
- ORTHO Screw Removal
- ORTHO Simple Foot Surgery
- ORTHO Staple/Suture Removal
- ORTHO Toe Nail Ablation
- ORTHO Xray & Cast On/Off
- ORTHO Xray & Exam/Follow Up
- ORTHO Xray & Staple/Suture Removal

OK Cancel

Scheduling the Appointment

1. Choose the Appointment Location
2. Choose the Appointment Type
****Must be Ortho ED Consult****
3. The patient name will pre-populate from the referral
4. Complete the reason for referral
5. Complete the attending physician
6. Click "Move" and the patient will move to the right hand column and is ready to be scheduled

2024

October

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Books Appointment

*Appointment location:
 WS ORTHO

*Appointment type:
 ORTHO ED Consult

*Person name:
 ZZTEST, ORDERTESTS

Move Next Clear

Books Appointment

*Person name:
 ZZTEST, ORDERTESTS

*Reason For Exam:
 wrist fracture

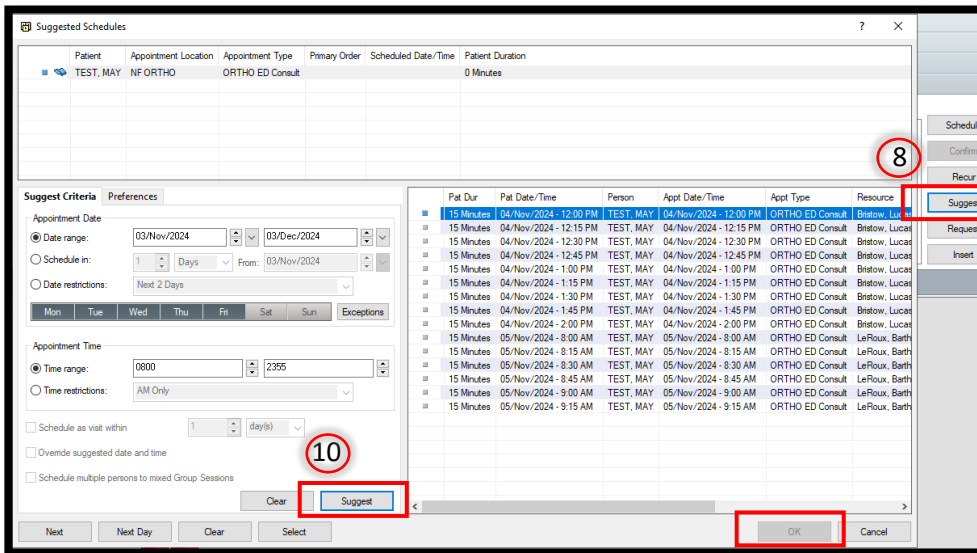
*Attending Physician:
 Setrak, Refl, MBChB, CCFPIEM, FCFP

Move Next Clear

Work in progress:

- ZZTEST, ORDERTESTS
 - ORTHO ED Consult
 - Current Schedule
 - WS ORTHO
 - Resource
 - Patient

ED Orthopaedic Referrals HIS Tip Sheet



Suggested Schedules

Patient	Appointment Location	Appointment Type	Primary Order	Scheduled Date/Time	Patient Duration
TEST, MAY	NF ORTHO	ORTHO ED Consult			0 Minutes

Suggest Criteria

Appointment Date: 03/Nov/2024 to 03/Dec/2024

Schedule in: 1 Days From: 03/Nov/2024

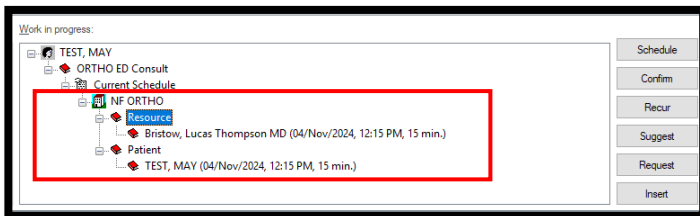
Date restrictions: Next 2 Days

Appointment Time: 0800 to 2355

Time restrictions: AM Only

Buttons: Clear, **Suggest** (10), OK, Cancel

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 “Ortho ED consults will populate.
11. Choose the appointment you would like double click on the appointment and click “OK”



Work in progress:

- TEST, MAY
 - ORTHO ED Consult
 - Current Schedule
 - NF ORTHO
 - Resource
 - Bristow, Lucas Thompson MD (04/Nov/2024, 12:15 PM, 15 min.)
 - Patient
 - TEST, MAY (04/Nov/2024, 12:15 PM, 15 min.)

Buttons: Schedule, Confirm, Recur, Suggest, Request, Insert



ZZTEST, ORDERTESTS

Summary General Resource View Guidelines Notification Conversation Summaries Resources Locks Eligibility Booking Notes

ZZTEST, ORDERTESTS Med Rec Nbr: 11002495

30/Oct/2024 - 8:08 AM 15 Minutes ORTHO ED Consult WS ORTHO Katchiky, Adam Matthew MD

Buttons: OK, Cancel

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 and give to the patient prior to them leaving the Emergency Department.
11. Click okay and scheduling is complete.

Note: SCS appointments are first available

Note: WS/NF will follow on-call rotation (continue to put a check mark on the rotation list to follow the list)

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>

Or
 Scheduling Tip Sheets

OPERATION

MONARCH

Positive change. Powerful transformation.



ED Orthopaedic Referrals HIS Tip Sheet

*ZZTEST, OREO 34 yrs F --:--	NHS Test01, P... 28/10/2024 2...	Orthopaedic Cl...		Orthopaedic S... ankle fracture			Scheduled 29/10/2024 08:00
SYSTEMTEST, AMBFORTYFOUR 74 yrs M --:--	NHS Test02, P... 21/06/2024 1...	Orthopaedic Cl...		Orthopaedic S... R wrist fracture		MINISTRY OF...	Scheduled 21/10/2024 08:00
*ZZTEST, ORTHO 8 yrs M --:--	NHS Test01, P... 07/06/2024 1...	Orthopaedic Cl... Ostrowski, Joh...		Orthopaedic S... leg fracture			Scheduled 10/06/2024 12:00
*TEST, LEZLIE 54 yrs F --:--	NHS Test01, P... 17/05/2024 1...	Orthopaedic Cl...		Orthopaedic S... fractured ankle		MINISTRY OF...	Scheduled 20/05/2024 08:00

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