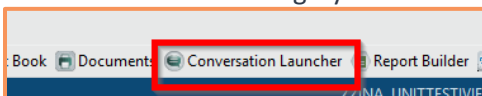




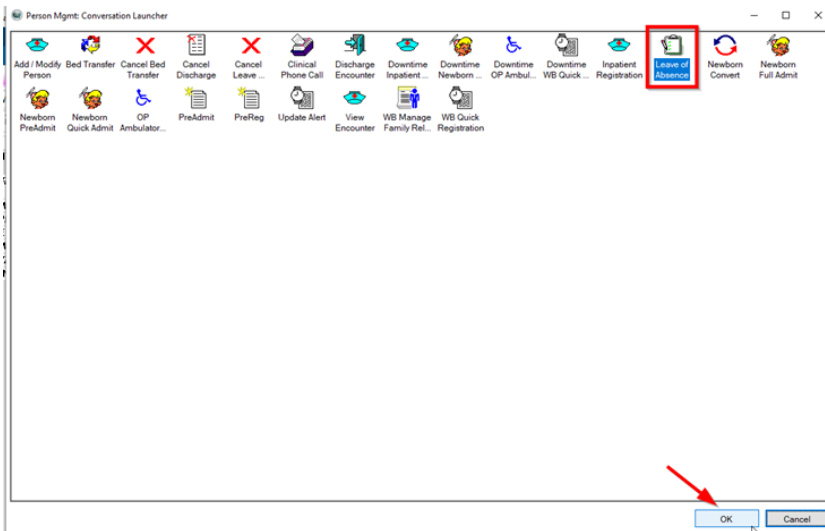
EXTERNAL NON-URGENT TRANSFER HOSPITAL INFORMATION SYSTEM (HIS)

WOMEN AND BABIES WARD CLERK

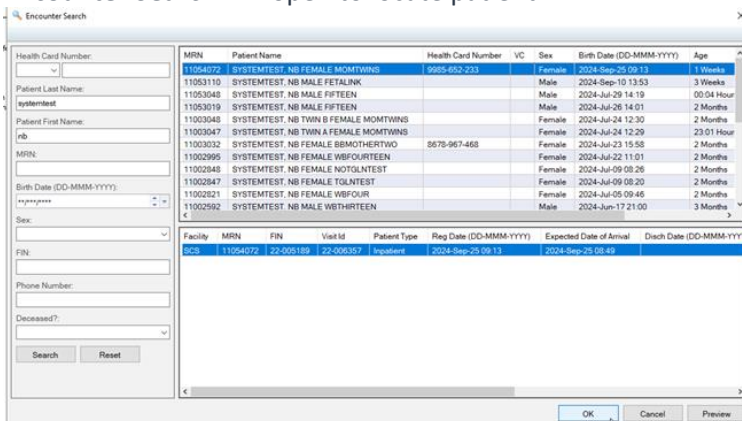
1. Staff informed of Appointment time for external transfer
2. Prescriber to complete all necessary documentation for external appointment and consultation
3. Staff to arrange necessary transport
4. Staff to complete necessary **Leave of Absence (LOA) conversations**
 - a. Open **Leave of Absences** registration conversation by navigating to the **Conversation Launcher** in the gray tool bar



b. Search Patient



5. **Encounter Search** will open to locate patient





EXTERNAL NON-URGENT TRANSFER HOSPITAL INFORMATION SYSTEM (HIS)

Fill out the required fields then press OK

Leave of Absence

Images

Patient Information

Last Name: SYSTEMTEST First Name: NB FEMALE MOMTWINS Middle Name: Preferred First Name: Previous Last Name: SYSTEMTEST Previous First Name: NB TWIN A FEMALE MOMTWINS

What was your sex assigned at birth...: Female What is your current sex?: Female What pronoun(s) do you use?: Birth Date (DD-MMM-YYYY): 25/Sep/2024 Age: TW Medical Record Number: 11054072

Fi#:
22-005189

Encounter Type: Inpatient Service: Newborn Registration Date (DD-MMM-YYYY): 25/Sep/2024 Registration Time: 09:13

Facility: SCS Building: SCS Inpatient/Ambulatory Unit: SC 4DNB Room: SCNBL16 Bed: IA Assigned Accommodations: Nursery

Leave Information

*Leave Type: *Leave Date: *Leave Time: *Leave Location:

Leave Comment:

Leave Personnel ID:
NHSOBCLERK03

Estimated Return Information

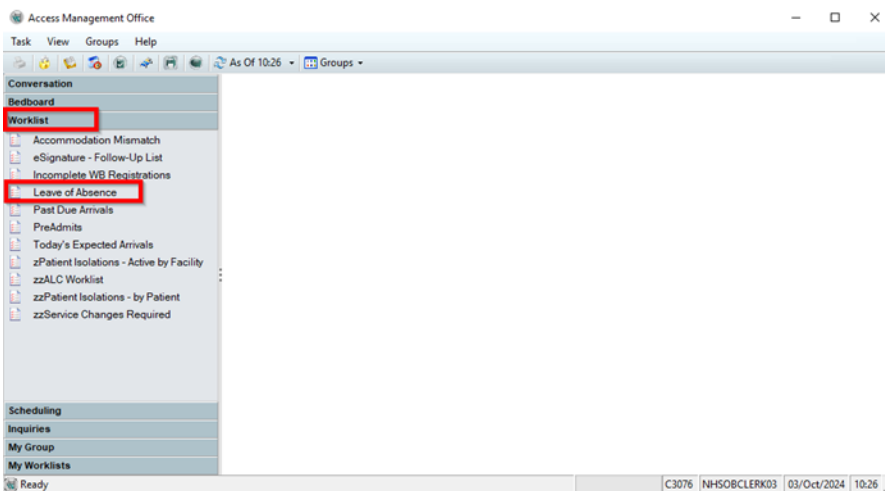
Estimated Return Date: Estimated Return Time:

Return Information

Return Date: Return Time:

OK Cancel

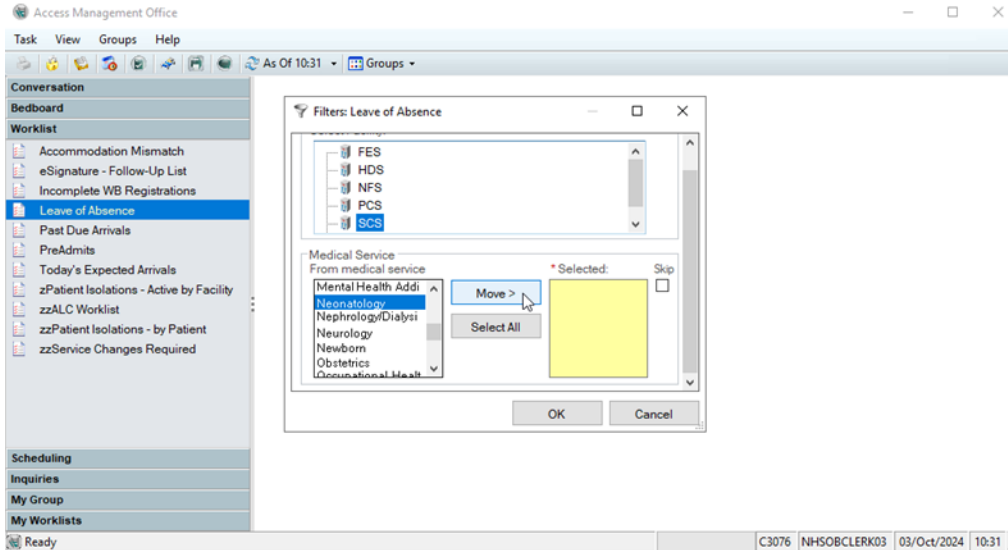
6. Nursing to complete appropriate IView documentation prior to leaving the unit
7. Upon return to unit:
 - a. Navigate into patients' chart upon return to unit by single clicking on patient from the tracking
 - b. Navigate to AppBar and select **Access Management Office**
 - c. Navigate to the **LOA work list**



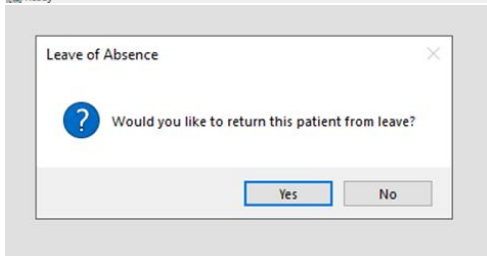
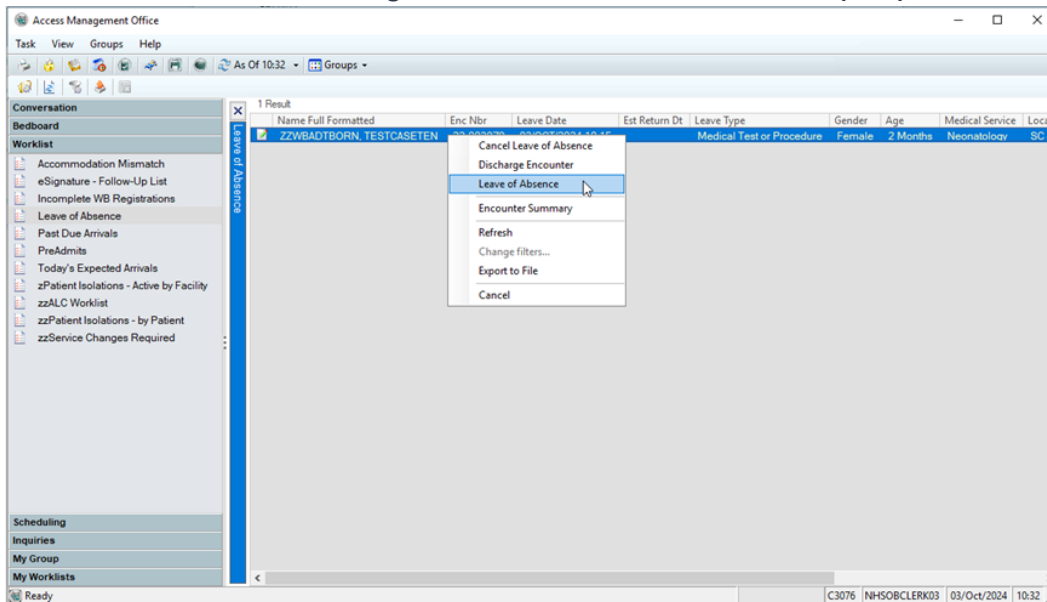


EXTERNAL NON-URGENT TRANSFER HOSPITAL INFORMATION SYSTEM (HIS)

7. Select **SCS** and then **Medical Service** and move to yellow selected box and press **OK** e.g. Labour and Delivery medical service is Obstetrics, NICU medical service is Neonatology



8. Locate Patient in work list and right click and select **Leave of Absence (LOA)**





EXTERNAL NON-URGENT TRANSFER HOSPITAL INFORMATION SYSTEM (HIS)

9. Complete Leave of Absence form

The screenshot shows a software window titled 'Leave of Absence' with the following fields:

- Leave Personnel ID: (NHGOBCLERK03)
- Estimated Return Information section with 'Estimated Return Date' and 'Estimated Return Time' dropdowns.
- 'Return Information' section with 'Return Date' and 'Return Time' dropdowns, highlighted by a red box.
- A large text area for 'Return Comments'.
- 'Return Personnel ID:' field with '(NHGOBCLERK03)'. A red arrow points to the 'OK' button.
- Status: 'Ready'.
- Footer: 'NHGOBCLERK03 | C3076 | 03/Oct/2024 | 10:34'.

10. Once LOA conversation completed the patient will fall off the list
11. **If patient doesn't return from Appointment** complete applicable patient discharge process (Refer to W&B/NICU discharge tip sheet)