



# How to make a Post Acute Care Referral

## Occupational Therapist Guide

Please call 9345 4490 if you require assistance

### For Current Inpatients

1. Open patient chart
2. Select the 'Occupational Therapy' tab on the left side of the chart
3. Select the 'Discharge' tab
4. Select the 'Discharge Orders' link
5. In the "Additional Orders Search", start typing 'post acute' and press 'ENTER' on the keyboard.

**Bocconcini, Bianca-AH1** - TRN SGild Pool 23 Allergies: **Latex**  
Female, 5 y, 6/5/2011, Hospital Encounter on 16/10/2016 FYI: None  
MRN, CSN: 241000000, 191825 Bedcard: Developmental Med Resus: FULL  
Interp Req?: None, None Best Contact: None Weight: 18.3 kg (40.5%, Z= -0.24)  
Contacts: None, None Medicare No: None

**Occupational Therapy**

Initial Ongoing **Discharge** Single Session

DOCUMENTATION  
Background  
Assessment  
Annotated Images  
Orders  
Patient Education  
OT Plan  
Progress Notes

D/C INSTRUCTIONS  
OT Instructions

**Discharge Orders**

TASKS  
Treatment Team  
Time Calculation

Additional Orders Search  
post acute Search Pref List

Additional Orders  
Discharge Orders  
CAM Orders

Routing Dx Association Edit Multiple Phases of Care  
Order mode: Standard Providers

Close F9

Treatment Team  
Admitting Provider  
Walt Whitecoat, Consultant

**2. Occupational Therapy Tab**

**3. Discharge Tab**

**4.**

**5. Type "post acute" and click on search button or press ENTER on keyboard**



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6. Select “Referral to Outpatient Post Acute Care” and select ‘Accept’

Preference List Search - Autoverify,Gianina

POST ACUTE Search

Browse (F4) Preference List (F5) Facility List (F6)

During visit  After visit  Clinic-Administered Medication  Medications  Procedures  Order Panels  Split

Name	Dose	Frequ	Type	Pref List	Formulary	Co-paymer	Coverage	Type	Code
Referral to Outpatient Post Acute Care			Referral	RCH OP F/					REF20

1 loaded. No more to load.

Select & Stay Accept Cancel

7. Fill in details of referral order and sign.

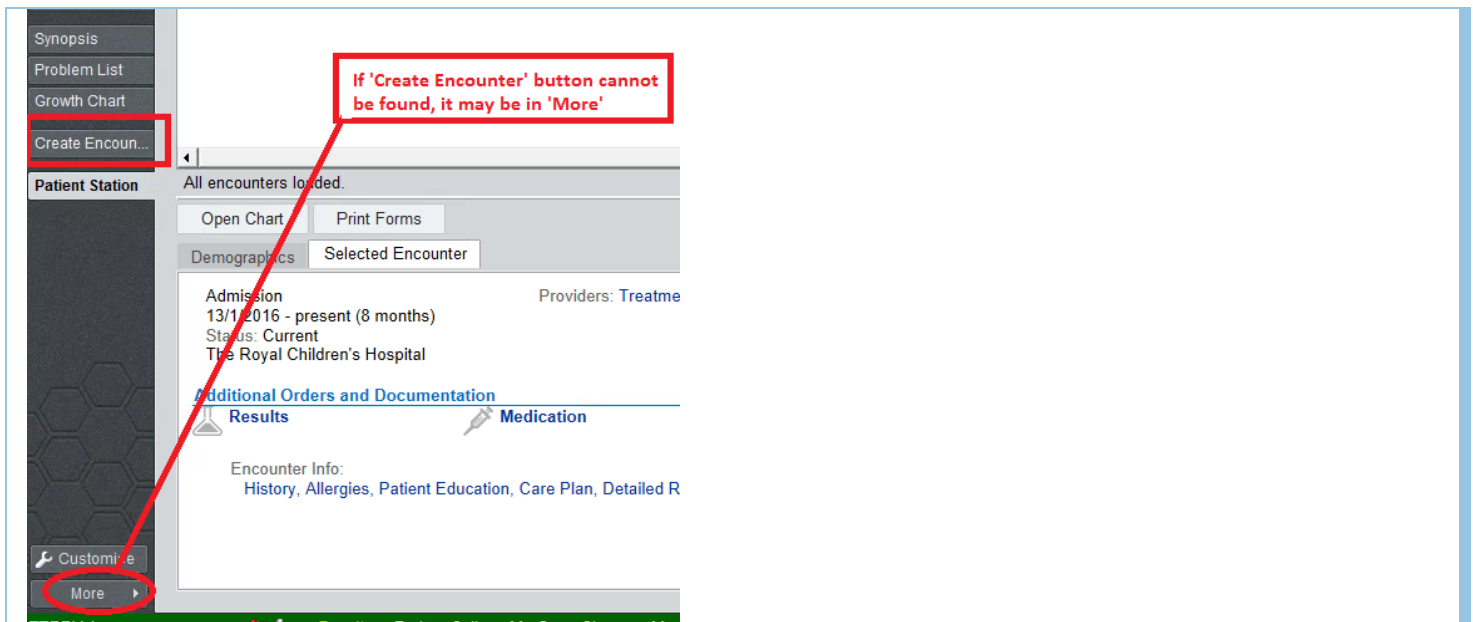
## For Current Outpatients

1. Open patient chart
2. For a **current** visit encounter (for example, documenting a current Outpatient Clinic visit): move to step 5
3. For a **new** encounter: Create Encounter by clicking on the ‘Create Encounter’ tab on the left side.



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4. Accept and save encounter as 'Telephone'

New Encounter for Bauxite, Monicha Pro

Date: 18/10/2016

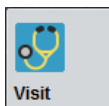
Type: Telephone

Provider: Oliver Acanthite, Occupational Therapy GP

Department: OCCUPATIONAL THERAPY

Accept Cancel

5. Select the 'Telephone/Refill' OR 'Visit' tab on the left side (depending on the encounter)



Visit - for a current encounter/outpatient visit



Telephone/Refill - for a newly created encounter

6. Navigate to the 'Meds/Orders/Follow Up Appointments' OR 'Medication & Orders' link



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7. In the 'New Order' search bar, start typing 'post' and press 'ENTER' on keyboard

Medications, Orders & Follow Up Appointments

5. Results view

6. Meds/Orders/Ap...

7. post acute

+ New Order + Patient-Reported Medication

Name

Medication

> calcium carbonate 500 mg calcium (1,250 mg) chewable tablet

✓ Mark as Reviewed Last Reviewed by McQueenie, Diana, Consultant on 8/12/2015 at 2:23 PM

Providers Current Interactions

✓ Close F9

Discharge Patient

8. Select "Referral to Outpatient Post Acute Care" and select 'Accept'

Preference List Search - Autoverify, Gianina

POST ACUTE Search

During visit After visit + Clinic-Administered Medication Medications Procedures Order Panels Split

Name	Dose	Frequ	Type	Pref List	Formulary	Co-paymer	Coverage	Type	Code
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Select & Stay Accept Cancel

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