How to make a Post Acute Care Referral Physiotherapist Guide

Please call 9345 4490 if you require assistance

For Current Inpatients

1. Open patient chart
2. Select the 'Physiotherapy' 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.

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

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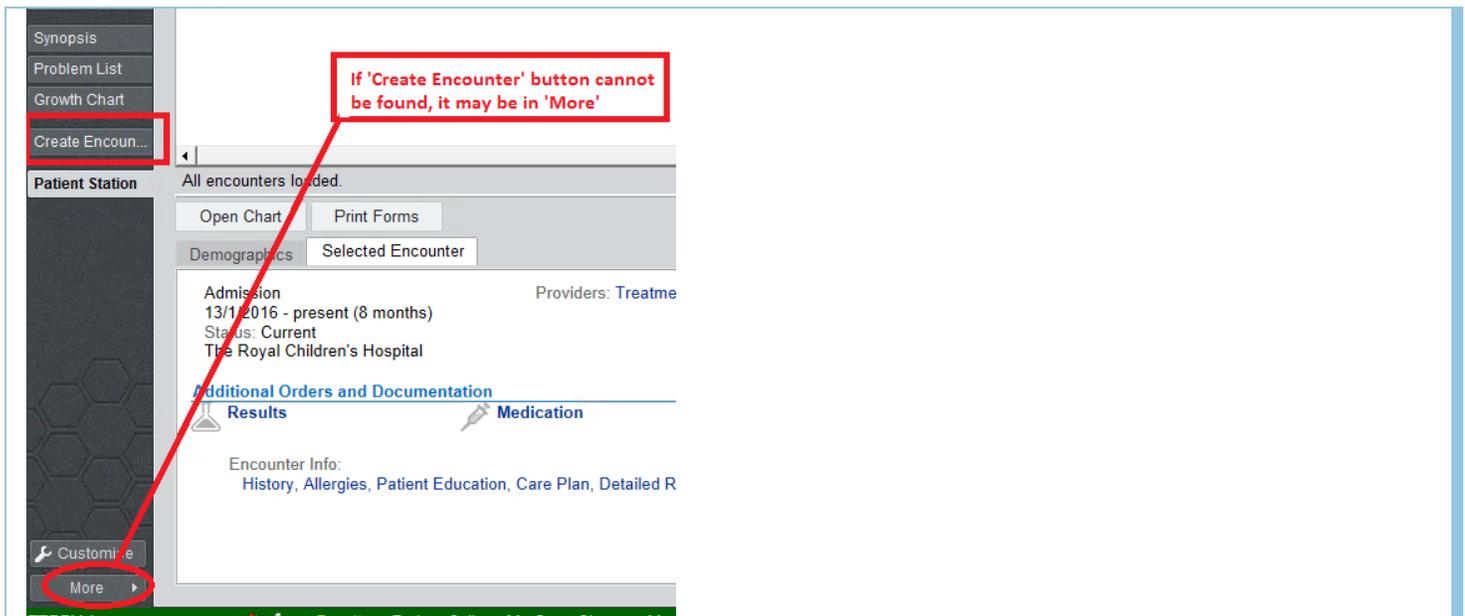7. Fill in details of referral order and sign.

For Current Outpatients

1. Open patient chart
2. **For a <u>current</u> 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.
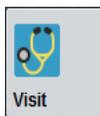
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If 'Create Encounter' button cannot be found, it may be in 'More'

4. Accept and save encounter as 'Telephone'

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

 - for a current encounter/outpatient visit

 - 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

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

8. Fill in details of referral order and sign.