



# How to make a Post Acute Care Referral Clinician/Nurse Guide

Please call 9345 4490 if you require assistance

## For Current Inpatients

1. Open patient chart
2. Select the 'ADT Navigators' tab on the left side of the chart
3. Select the 'Discharge' tab
4. Select the 'Discharge Orders' link

The screenshot shows the Epic EMR interface for patient Angelfood, Edward. The patient's information is displayed at the top, including MRN, CSN, and hospital encounter details. The 'ADT Navigators' tab is selected on the left, and the 'Discharge' sub-tab is active. The 'Discharge Orders' link is highlighted in the left-hand menu. The main content area shows a 'BestPractice Advisories' section with a warning about the patient's age and a 'Discharge Orders' section with a table of orders needing review.

| Order   | Details  |
|---|--|
| breast milk 100 %                                 | 17 mL, Nasogastric, Every 2 hours, First at 18:00, Until Discontinued<br>Volume per bottle (mL): 17<br>Number of bottles: 12 |
| chloral hydrate 500 mg/5 mL syrup 50 mg           | 50 mg (13.9 mg/kg), Oral, Every 6 hours<br>5/10/16 at 20:00  |
| nystatin 100,000 unit/mL suspension 100,000 Units | 100,000 Units, Oral, FOUR times a day<br>5/10/16 at 21:15<br>Shake well before administration. Shall administration.         |
| paracetamol 240 mg/5 mL suspension 55.2 mg        | 55.2 mg (rounded from 54 mg = 15 mg)   |

5. In the "Additional Orders Search", start typing 'post acute' and press 'ENTER' on the keyboard.



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ADT Navigators

Handover and Transfer | Admission | Discharge

DISCHARGE DOCUMENTATION

**BestPractice**

Ord Rec Status

Running Infusions

LDA Removal

Wound Resolution

Inpatient Plan

Patient Education

Progress Note

DISCHARGE ORDERS

**Discharge Orders**

External Follow-up

Appointment Instr...

Select Pended Orders

Routing | Dx Association | Edit Multiple | Phases of Care

Order mode: Per procedure: no cosign required | Providers

**Additional Orders Search**

post acute | + Search | Pref List

Additional Orders

Discharge Orders

CAM Orders

Routing | Dx Association | Edit Multiple | Phases of Care

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

Preference List Search - Angelfood,Edward

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 | Req | Type     | Ref 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.

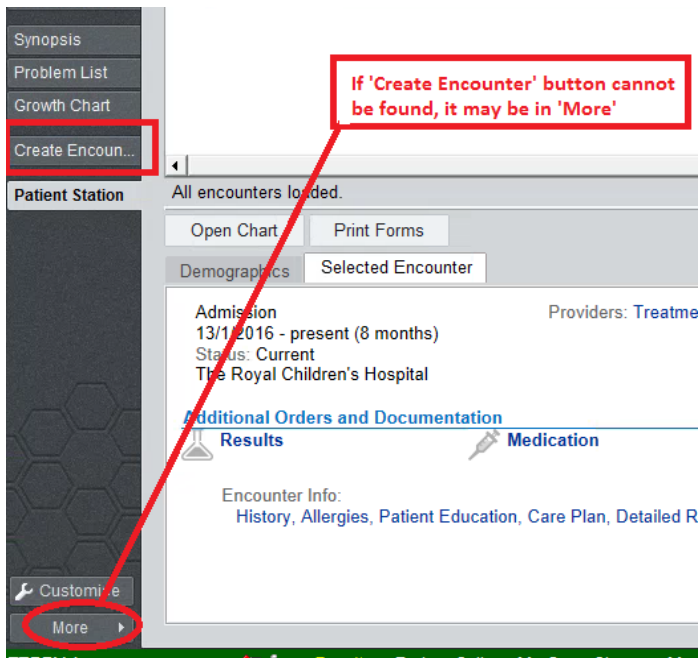


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## i. For Current Outpatients

1. Open patient chart
2. For a **current** visit encounter (for example, documenting a current Outpatient Clinic visit): move to step 6
3. For a **new** encounter: Create Encounter by clicking on the 'Encounter' tab on the left side.



4. Accept and save encounter as 'Documentation'

The screenshot shows a dialog box titled 'New Encounter for Balor, Nicole'. It contains the following fields and values:

- Date: 6/10/2016
- Type: Documentation
- Provider: Terry Acanthite, Registered N
- Department: POST ACUTE CARE

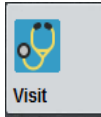
At the bottom of the dialog box, there are two buttons: 'Accept' and 'Cancel'.



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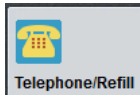
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5. Select the 'Telephone/Refill' OR 'Visit' tab on the left side (depending on the encounter)



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

CLINICAL PATIENT INFORMATION

- Problem List
- Allergies
- Past History
- Growth Data
- Episode Rpt
- Patient Goals

DOCUMENTATION

- Reason for Doc...
- Meds/Orders/Ap...**
- Discharge

### Medications, Orders & Follow Up Appointments

+ Create Medication List Comments

+ New Order + Patient-Reported Medication

| Name                                    | Dose, Route, Frequency                     |
|---|--|
| insulin lispro (humALOG) vial 2-4 Units | 2-4 Units, Subcutaneous, THREE times a day |
| levetiracetam solution 300 mg           | 20 mg/kg, Oral, TWICE a day                |
| loratadine solution 5 mg                | 5 mg, Oral, Daily                          |
| ondansetron disintegrating tablet 2 mg  | 2 mg, Sublingual                           |

Mark All Taken | Mark as Reviewed | Never Reviewed

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

### Medications, Orders & Follow Up Appointments

+ Create Medication List Comments

post | + New Order + Patient-Reported Medication

| Name                          | Dose, Route, Frequency                     |
|-------------------------------|--|
| insulin lispro (humA...       | 2-4 Units, Subcutaneous, THREE times a day |
| levetiracetam solution 300 mg | 20 mg/kg, Oral, TWICE a day                |

Type in 'post' and press 'ENTER' on keyboard

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



# How to make a Post Acute Care Referral Clinician/Nurse Guide

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Preference List Search - Balor, Nicole

POST  Search

After visit Clinic-Administered Medication  Medications  Procedures  Order Panels  Split

|  | Name                                    | Dose   | Freq | Type     | Pref List | Formulary | Co-paymer | Coverage | Type       | Code  |
|--|---|--------|------|----------|-----------|-----------|-----------|----------|------------|-------|
|  | Chromosomes                             |        |      | Lab      | RCH OP G  |           |           |          |            | LAB30 |
|  | EDC - Kaye Walker                       |        |      | Supplie: | RCH OP F/ |           |           |          |            | EQ192 |
|  | Follow Up Appointment - Post Acute Care |        |      | F/Up     | RCH PAC C |           |           |          |            | FUP60 |
|  | levonorgestrel tablet                   | 1.5 mg | Once | Medicati | RCH FAMS  |           |           |          | Generic Rx | 26755 |
|  | Referral to Outpatient Post Acute Care  |        |      | Referral | RCH OP F/ |           |           |          |            | REF20 |
|  | Suture Removal                          |        |      | Procedu  | RCH OP F/ |           |           |          |            | PRO95 |

6 loaded. No more to load.

9. Fill in details of referral order and sign.