



# How to make a Post Acute Care Referral Social Worker Guide

Please call 9345 4490 if you require assistance

## For Current Inpatients

1. Open patient chart
2. Select the 'Social Work' 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.

The screenshot displays the 'Social Work' section of a medical software interface. The 'Discharge' tab is selected at the top, and the 'Discharge Orders' link is highlighted in the left sidebar. The 'Additional Orders Search' field contains the text 'post acute'. The 'Social Work' tab is also highlighted in the bottom left sidebar. The interface shows various options for creating discharge orders, including routing, dx association, and order mode.



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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.

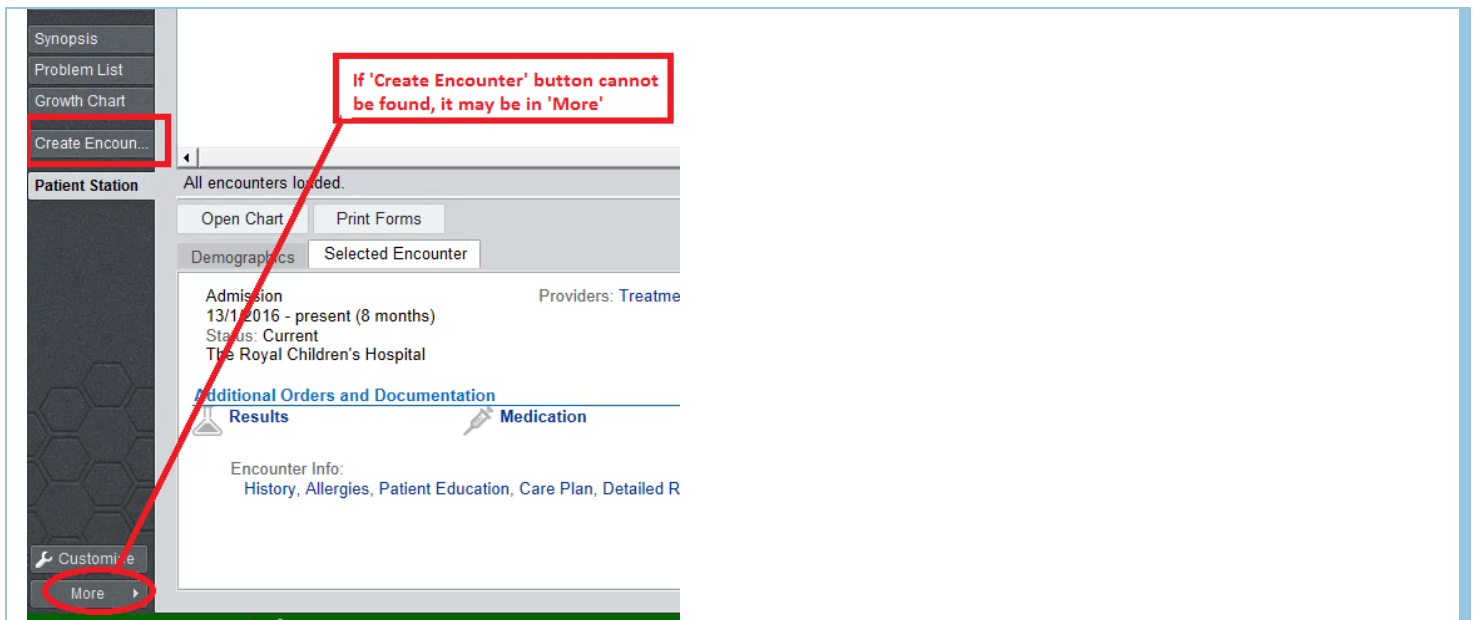
## For Current Outpatients

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 Zzambtwo, Male adolescent**

Date: 18/10/2016

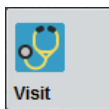
Type: Telephone

Provider: Sam Euclase, Social Worker GP

Department: SOCIAL WORK

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

The screenshot shows a medical software interface. On the left is a sidebar with navigation options: 'Chart Review', 'Results view' (with a red box and '5.'), 'Telephone/Refill' (with a red box), 'Notes', and 'Communicatio...'. The main area is titled 'Medications, Orders & Follow Up Appointments'. At the top, there's a search bar containing 'post acute' (with a red box and '7.') and a '+ New Order' button. Below the search bar, the medication 'calcium carbonate 500 mg calcium (1,250 mg) chewable tablet' is displayed. There are buttons for 'Mark as Reviewed', 'Providers', 'Current Interactions', and 'Close F9'. At the bottom, there's a 'Discharge Patient' section. A red box and '6.' highlight the 'Meds/Orders/Ap...' menu item in the sidebar.

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

The screenshot shows a 'Preference List Search - Autoverify, Gianina' window. The search bar contains 'POST ACUTE'. The results table has one entry: 'Referral to Outpatient Post Acute Care'. The table columns are: Name, Dose, Freque, Type, Pref List, Formulary, Co-paymer, Coverage, Type, Code. The entry 'Referral to Outpatient Post Acute Care' has 'Referral RCH OP F/' in the 'Type' column and 'REF20' in the 'Code' column. At the bottom right, there are buttons for 'Select & Stay', 'Accept' (highlighted with a red box), and 'Cancel'. The status bar at the bottom left says '1 loaded. No more to load.'

8. Fill in details of referral order and sign.