IT Dept Quick Reference Guide (QRG)

Document No - Ref 138



Version Number – 2.0

Completing an AHP Referral from the Whiteboard

1.	Click on the Whiteboard icon from the Tool bar (if this is not visable click on view and select from menu).
	View Patient Record Notific Home MPTL Message Centre Patient List Whiteboard
2.	Select your patient from the whiteboard (once you open the record this will establish a relationship with the patient).
3.	Select Requests/Careplans from the main left hand menu.
	Nurse Workflow Obstetrics View Newborn Summary
	Results Review Requests/Care Plans 🕂 Add Drug Chart
	Click on Add.
4.	+ Add
F	Type referral in the search field and select the one relevant to you.
Э.	Search: referral 🔍 🕎 Advanced Options - Type: 🐉 Inputient -
	Beferruit to Acute Chest Baco Burse within: All referral to Cardiology Nurse rt
	Comparing the concent Nurse Comparing the concent Nurse Comparing the formation of the comparing
	Arterial to Expeript Nucle Arterial to Expeript Nucle Dia Paterial to Hart Failure Nurse Arta Arta to Infection Control Card Paterial to Infection Control
	International Therapy International Therapy NR Referrat to Inpatient Physiotherapy NR Referrat to Inpatient Physiotherapy NR Referration Inpatient Section and Language Therapy
	☐Op Referral to Nutrition Nurse ☐Add Referratio Deain Team ☐Pre Tenter to Search
	SHAW, JACQUELINE - 511337 Done
	The ordering clinician window will open, check the details are correct and then click on OK.
6.	P Ordering Clinician
	Clinician Name: Ohara , Richard James
	*Order Date/Time 16/03/2018 ■ 1056 ■ GMT
	Verbal Discern Expert ESI Default
	Fax Phone Protocol/Standing Order Written
	OK Cancel

	Click on Done.
7.	
	Done
0	Complete the Mandatory fields (highlighted in yellow or marked with an asterisk).
о.	
	Details 🗐 Order Comments 🕼 Diagnoses
	Image: Second
	*Reason For Referrat: lack of mobility
	*Interpreter Required: No Other Clinical Details:
٩	Click on sign.
5.	Sign
	Click on Refresh
10.	
	ne go
11.	Click on Task List within the Patients menu the referal will show (the referral will also show on the
	MPTL
	Menu P
	AHP Workflow
	Nurse Workflow
	Obstetrics View
	Results Review
	Requests/Care Plans 🕂 Add
	Drug Chart
	Task List