

Order Allied Health follow ups

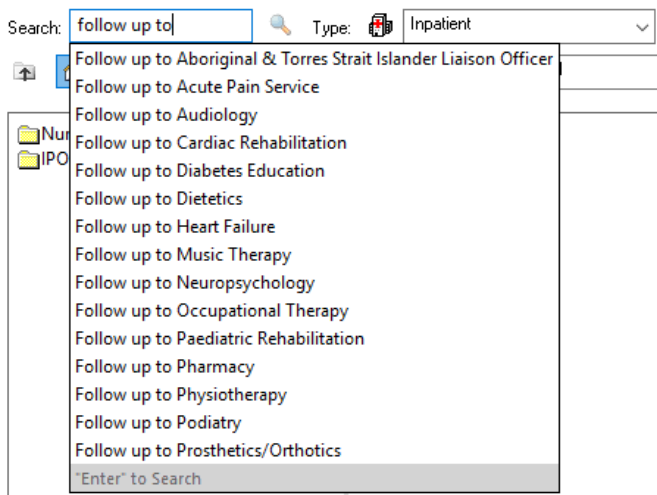
Quick reference guide

Consult orders are internal referrals for inpatients within the Queensland Children's Hospital. Follow up orders are internal reviews for inpatients. Electronic consults and follow ups are only to be used whilst the patient is admitted as an inpatient or when in emergency.

Order a Follow up

Note: Follow up orders are used to schedule a review of a patient. Follow ups will only be placed by the profession themselves. For example, a Physiotherapist would only place a Follow-up to Physiotherapy for those patients requiring ongoing Physio review.

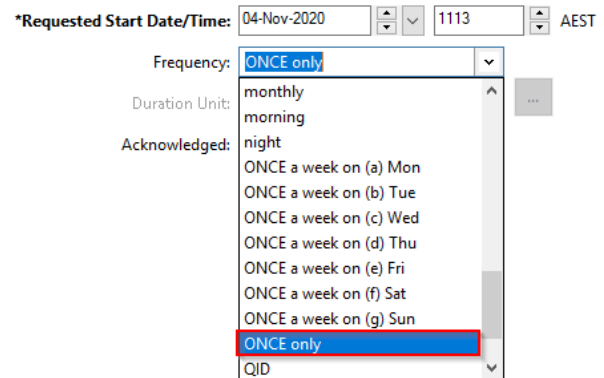
1. Go to **Orders** and select **Add**
2. Type **Follow up to** in the Search field



3. Click once on the Follow up you are ordering
4. Select **Done**
5. Fill in the mandatory fields (i.e. **Reason for Consult**) and any other fields as required.
 - **Additional Comments** - these need to be filled out in the format determined by

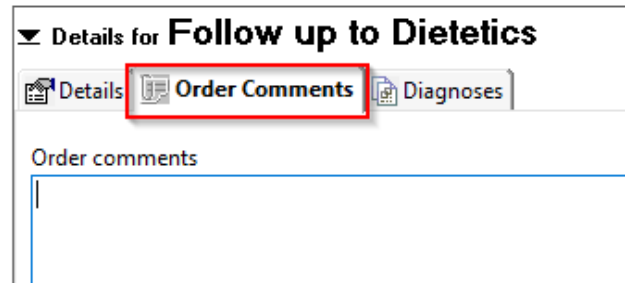
your department (i.e. **priority, team, initials**)

- **Frequency** – recommended to be left blank or once only



Note: Setting a frequency other than once only will trigger a follow up task at the selected times until discharge. QCH would prefer clinicians to order individual consults based on clinical requirements. This will prevent unnecessary tasks/reviews.

6. Navigate to the **Order Comments** tab



7. Order Comments should be filled out in the format determined by your department (i.e. SBAR).
8. Click **Sign** to place the order
9. Click the refresh button **2 minutes ago** to update the order Status from Processing to Ordered.

Notice that the Order Comments appear on the second line of the Order Details on the Orders screen.

