

## Pre-Arrival encounters for RBWH NICU and Mater NICU patients

### SurgiNet

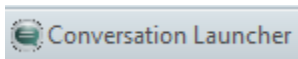
#### Quick reference guide

In order to schedule and document a procedure on a neonate being operated on outside of LCCH i.e. RBWH and Mater NICU a pre-arrival encounter is required.

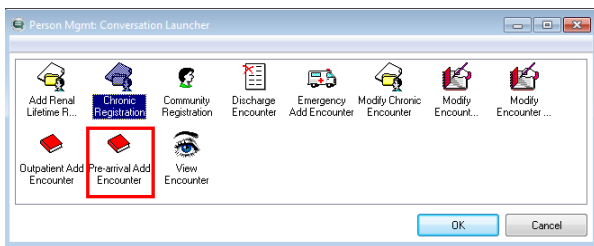
The process for creating a pre-arrival encounter is detailed below.

From Powerchart:

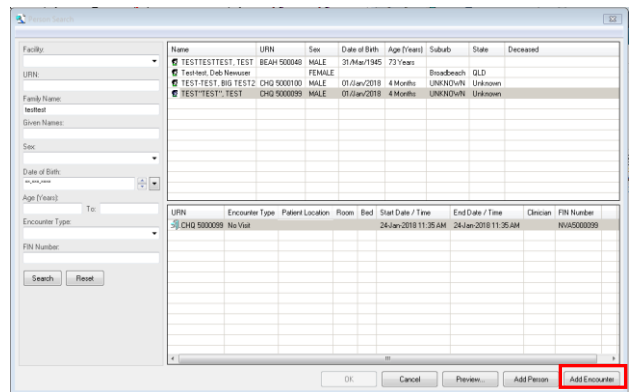
1. Open the *Conversation Launcher* from the menu bar.




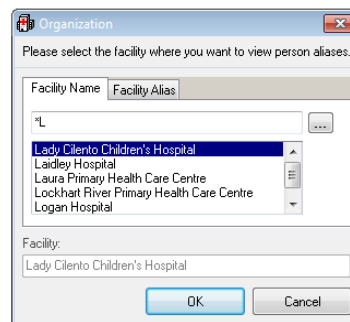
2. The *Person Mgmt: Conversation Launcher* window will display.



3. Select *Pre-Arrival Add Encounter*. The Person Search Window will appear.
4. Search for the patient you wish to create a Pre-Arrival Encounter for and click the *Add Encounter* button.



5. The Organisation window will appear. Type \*L into the search bar and click the  button.



6. Click *OK*. The *Pre-arrival Add Encounter* Window Opens.
7. Populate all the mandatory fields (marked in yellow) and click *OK*.

**NOTE:** Building must be set to "LCCH" and Patient Location to "LCCH MB 4 OT"





ieMR Advanced

Pre-arrival Add Encounter

URN: CHQ 7000016 | Family Name: CHQTEST | Given Names: LCCHR

Title: [ ]

Date of Birth: 01-Jan-1900 | Age: 118Y | Sex: FEMALE

Country of Birth: Not Stated | Marital Status: Never Married | Religion: Not Stated

Language: Not Stated | Interpreter Required: Unknown

Indigenous Status: Not Stated/Unknown | ASSI Status: Unknown

Medicare Number: / | DVA Number: [ ] | Pension/Health Care Card Number: [ ]

Deceased Date: [ ] | Deceased Time: [ ] | Deceased Indicator: No

Encounter Type: Pre-arrival | Start Date: 14-May-2018 | Start Time: 11:21

Location: Facility: LCCH | Building: LCCH | Patient Location: LCCH MB 4 OT

Fin Number: [ ] | Confidentiality Level: Level 1 | Treating Clinician: PATEL, BHAVESHKUMAR

Medical Service: [ ] | Unit: [ ] | Chargeable Status: [ ]

Payment Class: [ ]

Create Date: 14-May-2018 | Create Time: 11:21 | User Name: THORBURA

OK | Cancel

Pre-arrival Add Encounter

The following Lady Cilento Children's Hospital aliases have been assigned for TEST"TEST", TEST:

FIN Number: 381623

OK

10. The Window will close. Search for the patient again. The patient will now have a Pre-arrival encounter available for selection that can be opened and documented against.

Encounter Search

Name	URN	Sex	Date of Birth	Age (Years)	Suburb	State	Deceased
TEST"TEST", TEST	BEAN-500040	MALE	31-Mar-1945	73 Years		UNKNOW/N	Unknown
TEST"TEST", BRG"TEST", CHQ 500010	CHQ 500010	MALE	01-Sep-2018	4 Months		UNKNOW/N	Unknown
TEST"TEST", TEST	CHQ 500009	MALE	01-Sep-2018	4 Months		UNKNOW/N	Unknown

URN	Encounter Type	Patient Location	Room	Bed	Start Date / Time	End Date / Time	Clinician
CHQ 500009	Pre-arrival	LCCH MB 4 OT			11-May-2018 4:26 PM	24-Jun-2018 11:25 AM	MOGHE, ANDREW SCOTT S
CHQ 500009	No visit						

Search | Reset | OK | Cancel | Details...

8. The *Document Selection* window appears. Print labels if required or select the *Do not print documents* and click *OK*.

Document Selection

Document	Printer	Copies
<input checked="" type="checkbox"/> qemr_pat_label	iemr_no_delete	1

Do not print documents

Edit | OK

9. The Pre-arrival Add Encounter window appears. Click *OK*.

