



Adding Continuation Referrals (RC) and updating appointments with new information

1. When a RC referral has been received for an upcoming appointment, locate the appointment through the [appointment inquiry search](#).

Person	Resource	Location	Request List	Appointment Date \ Time	Appointment Type	Ambulatory Location	Appointment State	Primary Resource
				09-Oct-2017 - 9:00 AM	CS MedOnc New	LCCH 5C ONCG	Cancelled	Irving, Helen
				09-Oct-2017 - 9:15 AM	Otho Gen New	LCCH 1B ORTP	Cancelled	Atton, Ivan
				09-Oct-2017 - 11:00 AM	School Based Health Review	LCCH 5B/1H ALBAN	Cancelled	Baker, Nerissa
				09-Oct-2017 - 2:00 PM	School Based Health Review	LCCH 5B/1H ALBAN	Cancelled	Baker, Nerissa
				10-Oct-2017 - 9:00 AM	Otho Fracture New	LCCH 1B ORTP	Cancelled	Bade, David
				10-Oct-2017 - 8:00 AM	Otho Gen New	LCCH 1B ORTP	Rescheduled	Bade, David
				10-Oct-2017 - 8:00 AM	Otho Gen New	LCCH 1B ORTP	Cancelled	Bade, David
				10-Oct-2017 - 9:00 AM	CS MedOnc New	LCCH 5C ONCG	Cancelled	Irving, Helen
				10-Oct-2017 - 10:20 AM	Respiratory Cystic Fibrosis New	LCCH 5A RSPR	Cancelled	Kapur, Nalin
				10-Oct-2017 - 9:00 AM	CS MedOnc New	LCCH 5C ONCG	Cancelled	Irving, Helen
				14-Oct-2017 - 12:00 PM	Ophthal Review	LCCH 2D EYE	Confirmed	Kehdi, Elias
				13-Oct-2017 - 9:35 AM	CS MedOnc New	LCCH 5C ONCG	Cancelled	Irving, Helen
				14-Oct-2017 - 12:00 PM	Ophthal Review	LCCH 2D EYE	Confirmed	Kehdi, Elias

2. Right click the corresponding appointment through the search view, [modify](#).
3. Update the following fields and click [ok](#):
 - a. **Named referral:** Was the new referral named (yes/no)
 - b. **Length of referral:** Length of new referral
 - c. **Referral expiry date:** **02 Feb 2100**. This date indicates that a new referral has been received, but not yet activated in ESM.
 - d. **Referring clinician:** Indicated on the RC
 - e. **Referring provider number:** Indicated on RC

REG, DOUBLE

Ophthal Review

General Summary Details Orders

Named Referral:
Yes

*Length of Referral:
General Practitioner (12 Months)

*Referral Expiry Date:
02-Feb-2100

Standby:

*Referring Clinician:
Dr Smith

Referring Clinician Address Line 1:
123 Fake Practice

Referring Clinician Address Line 2:

Referring Clinician Suburb:
South Bank, QLD

OK

4. Enter [scheduling comments](#) to advise that an updated/additional referral has been received (RC or named referral etc).

Scheduling Comments:

22/09/17 - Updated referral received - previous referral expired BR
15/09/17 - Appt 14/10/17 - new ref requested by GP - BR

Modifying expiry date on patient check-in

When a patient presents for a review appointment with a referral expiry date as **02-Feb-2100**, this indicates that an updated referral has been received but not yet activated. It may be helpful to highlight the referrals that require updating on your printed [daily appointment list](#).

1. Action a [check-in](#) through either the [appointment grid](#) or through the [person inquiry search](#).
([Refer to action a check in and check out – QRG](#) with the following additional step)
 - Update the [referral expiry date](#) as per the [length of referral](#) field. The referral is activated from the date of appointment when the patient [checks in](#).

*Length of Referral:

General Practitioner (12 Months)

*Referral Expiry Date:

02-Feb-2100

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*Referral Expiry Date:

20-Sep-2018

Length of referral	Date to apply
General Practitioner (12 months)	Today 'T' (plus) 1 Year (minus) 1 Day
Specialist to Specialist (3 months)	Today 'T' (plus) 3 Months (minus) 1 Day
Other	Today 'T' (plus) specific ref duration (minus) 1 Day
Indefinite	01-Jan-2100
Data take-up (expired)	02-Feb-2100

Note: If a patient presents for a review appointment with an updated referral **on check-in**, copy the referral information over to the current referral [accept formats](#) and update the [expiry date](#) based on the referral duration.

