## **Depart Process**

## **Follow-up**

1. .Click on Follow up and

Templates: Clinical Summary - QEH_I	ED  Clinic
🗸 🖃 Diagnosis	Required field
🔟 0367C669-0EFD-43	
Prescriptions	s des
Follow-up	In .
<ul> <li>Request Discharge</li> </ul>	PATIE
Open Pt Chart	Name ZZ
Print Pt Chart	Sex Fema Marital St
Addendum	" MRN 8880
No ERP Seen	she -
Admit or Day Surgery	Visit Reas
Discharge	K Enc Type
	Arrival 6/0

2. Fill in the appropriate information in the Follow up window

Instructions Follow Up		
Who	When	
Provider Search	Within: Only if Needed	On: *********
Organization/Clinic Search	In:	At:
Free-text Follow Up		
Favorites	Where	
Provider:	Follow up Address Address	Complete all appropriate follow up hone Add
		instructions, then Click on
Quick Picks:		"Sign"
Follow up with primary care provider		
Follow up with Social Work Follow up with your dentist		
No Follow Up Documented by Physician		N
No follow-up required Referral to Off-site Assessment		
Referral to QEH Outpatient Clinic Return to Emergency Department		
Return to PCH Ambulatory Department	Comment Predefined Comments	Edit Comments
Return to PCH Emergency Dept Return to QEH Emergency Dept	for Dressing Change	
Return to WH Ambulatory Care Return to WH Emergency Dept	for IV Med & Recheck	
Herum to white mergency Dept	for IV Medication	
	for Suture Removal	
	if Condition Unchanged if Condition Worsens	
Selected Follow up		
Who When	Where	Comments
		Sign Print Cancel

Follow-Up: If no follow-up is required you can select an override reason. Automatically when you select discharge diagnosis the Depart Process Gap checking window will open. Select **N/A** from the drop down. It is important to not override the Diagnosis as proper diagnosis is needed for CIHI reporting.

## **Creating Follow-up Instructions**

To create the follow-up instructions, complete the following steps:

1. In the Depart Process window, select the grey box next to the Follow-up conversation. This will open the Patient Education window.

Patient Education Task Launch Help					
i 🗉 🗨 🐚 🔞 ZZ TEST, PATIENT NINE	Age:84 yea	Provider Selecti	on		
Emergency [2012-Oct-19 14:45 <no -="" disc<br="">Instructions Follow Up</no>		Last <u>N</u> ame: ka	Eint Name:	Suffig	Search New Provider
Who Provider Search Organization/Clinic Search	When Within:	∐itle: ✓	Alias:	Alias Type:	
Free-test Folow Up Provide: ka	Where Follow up Address Address business (1) EH - Physicia Shapin MacDo	Limit by group Limit by organizatio Limit by position Limit by relationship	1	No data fittering     No data fittering     No data fittering     No data fittering     No data fittering	
Quick Picks: Follow up with primary care provider Follow up with Social Work. Follow up with Social Work. No follow-up orquited Referal to Diff-site Assessment Referal to Diff-site Assessment Referant to Deft Homogency Department Refure to PCH Emergency Dept Referant to WH Emergency Dept	Comment Predefined Commer for Dressing Char for IV Med & Reci for IV Medication for Suture Remov if Condition Unch if Condition Work	Kahwash, Eiad, MD Najeer, Stephanie Kapulorga, Joach Kapulorga, Joach Kapulorga, Joach Karanwa, Denek Kasanau, Rachel Kaul, Tom, MD	Iganizations Se	Alases .	Positions Pathologist Povide Physician Provide Physician ED Physician
Selected Follow up Who When Rachel Kassner		<		СК	Cancel
				Sign	Print Cancel

1. If you want to select a follow-up provider, enter a provider's name in the provider box. When you enter a few characters—enough for the system to recognize a unique provider name—the system displays the name automatically in the provider selection window. Select provider name and click OK. The provider name populates in the selected follow-up window at the bottom of the screen.

or

click the binoculars button to the right of the provider box to open the Provider Selection dialog box.Search for and select a provider. Click OK to enter the provider's name in the Physician box. If business addresses for the selected provider are saved in the system, the addresses will be displayed automatically in the Follow-up Address box.

**NOTE: You can also** If you want to select a follow-up organization instead of a follow-up provider, click the radio button next to Organization/Clinic search. Click arrow in Clinic drop-down box.

2. Select an organization and click OK. The name of the organization is entered in the selected follow-up box. If addresses for the selected organization are saved in the system, the addresses will be displayed automatically in the Follow-Up Address box.

3. To enter free-text follow-up instructions for providers or clinics that are not currently saved to the system, select the 'Add Free-Text Follow-Up' check box, fill in the required fields to the right, and click the 'Add Follow-up' button.

Patient Education				_ 🗆 🗙
Task Launch Help				
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ZZ TEST, PATIENT NINE	Age:84 years	Sex:Female	Loc:Emerg QEH	ARO:
Emergency [2012-Oct-19 14:45 <no -="" disc<="" td=""><td>harD08:1928-Mar-01</td><td>MRN:888000563</td><td>** Allergies **</td><td></td></no>	harD08:1928-Mar-01	MRN:888000563	** Allergies **	
Instructions Follow Up				
Who	When			
O Provider Search	Within:	🔽 🔲 Only if Needed	On: 🚥 🕬 🗘 🗸	
Organization/Clinic Search	In:	Clear	At:	
Free-text Follow Up				
Free Text:	Where			
See Dr. in 1 to 2 weeks or earlier if condition	Follow up Address		Phone	
worsens	Address business (0)		Phone	Add Address
	199 Grafton Street			<ul> <li>Save as Default</li> </ul>
×	Charlottetown, PE C1A 1L2			
Add				
Quick Picks:				
Follow up with primary care provider				
Follow up with Social Work				
Follow up with your dentist No Follow Up Documented by Physician	Comment			
No follow-up required	Predefined Comments	Edit Comments		
Referral to Off-site Assessment	for Dressing Change			
Referral to QEH Dutpatient Clinic Return to Emergency Department	for IV Med & Recheck for IV Medication			
Return to PCH Ambulatory Department	for Suture Removal			
Return to PCH Emergency Dept	if Condition Unchanged if Condition Worsens			
Return to QEH Emergency Dept	Ir Condition Worsens			
Selected Follow up				
Who When	Where		Comments	
X Rachel Kassner X Polyclinic		n, Sharyn MacDougall reet Charlottetown, PE C1A 1L2		
<ul> <li>Poyome</li> </ul>	133 Granon St	ICEL CHEROMEROWIN, PE CIA ILZ		
L				
			Sign	Print Cancel
			- Sign	Cancer

- 4. If you want to add, modify, or delete a follow-up address, click the 'Follow-Up Address' box and edit the information.
- 5. In the Follow-Up Appointment box, you can set a specific date for the patient's follow-up appointment. You can enter or select a number using the In spin box and select Days or Weeks from the In list to set a date automatically. You also can enter or select a date using the In Date box.

When		
Within:	💌 📃 Only if Needed	0n: 2012-Oct-30 😂 🗙
ln:	Clear	At:  14:00

6. If you want to set a time frame instead of a specific date for a follow-up appointment, select a date range from the 'Within List'. When you select a date range, the system no longer displays information in the 'On' list.

When		
Within:	~	
In:	1 - 2 days 2 - 4 days	
Where Follow u	3 - 5 days 5 - 7 days 1 week	
Adi Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina Magazina	1 - 2 weeks 2 - 4 weeks 1 month As needed anottecowrt; FE CTA TL2	

- 7. If you want to add follow-up comments, click the Edit Comment box. Enter free-text comments in the box.
- 8. Click ' Print' to print instructions,
- 9. Click Sign to close the dialog box.

violent/Aggressive:					
Instructions Follow Up					
Who	When				
Provider Search	Within:	<ul> <li>Only if Needed</li> </ul>	On: 2018-Nov-26 🚔 🖛	•	
Organization/Clinic Search	ln:	Clear	At 10:00 ≑	-	
Free-text Follow Up					
Favorites	Where Follow up Address				
Free Text:	Address			Phone	Add
	A			T THETE	
					Save
	Multiple f	ollow up instructions may be a	dded		
		during the depart process	dddd		
		<b>J</b>			
				#1. Select	1
	<ul> <li>Comment</li> </ul>			"Print" to print copy of the instructions	
	Add Predefined Comment		Edit Comments	The topin copy of the instructions	
Guick Picks:	for Dressing Chang				
Follow up with primary care provider Follow up with Social Work	for IV Med & Heche	eck	Mihon vo	u have printed the desurport	
Follow up with Social Work Follow up with your dentist	for Suture Removal		vvnen yo	u have <u>printed</u> the document ied the information is correct	
No Follow Up Documented by Physician	if Condition Unchar	nged	and <u>vern</u>	then	
No follow-up required	if Condition Worser	15		#2 Select "SAVE"-	
				I save the document to the	
Selected Follow up				nt chart for this encounter	
Who	When	Where			^
K Follow up with primary care provider	Within 1 week				
💥 Bill Walker	Within 3 - 5 days	PCH - Physician, Sep 16/13 hf			*
		m			
L				Sign Prin	
				Sign Prin	Cancel