

## Depart Process

### Follow-up

1. .Click on Follow up and

Templates: Clinical Summary - QEH\_ED

Diagnosis: 0367C669-0EFD-4

Prescriptions

**Follow-up**

Request Discharge

Open Pt Chart

Print Pt Chart

Addendum

No ERP Seen

Admit or Day Surgery

Discharge

PATIE  
Name ZZ  
Sex Fema  
Marital St  
MRN 888

Visit Rea:  
Enc Type  
Arrival 6/1

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

Instructions Follow Up

**Who**

Provider Search  
 Organization/Clinic Search  
 Free-text Follow Up  
 Favorites

Provider:

Quick Picks:

- Follow up with primary care provider
- Follow up with Social Work
- Follow up with your dentist
- No Follow Up Documented by Physician
- No follow-up required
- Referral to Off-site Assessment
- Referral to QEH Outpatient Clinic
- Return to Emergency Department
- Return to PCH Ambulatory Department
- Return to PCH Emergency Dept
- Return to QEH Emergency Dept
- Return to WH Ambulatory Care
- Return to WH Emergency Dept

**When**

Within:   Only if Needed On:

In:     Clear At:

**Where**

Follow up Address

Address  Phone

Add Save

**Comment**

Predefined Comments  Edit Comments

for Dressing Change  
for IV Med & Recheck  
for IV Medication  
for Suture Removal  
if Condition Unchanged  
if Condition Worsens

**Selected Follow up**

Who	When	Where	Comment
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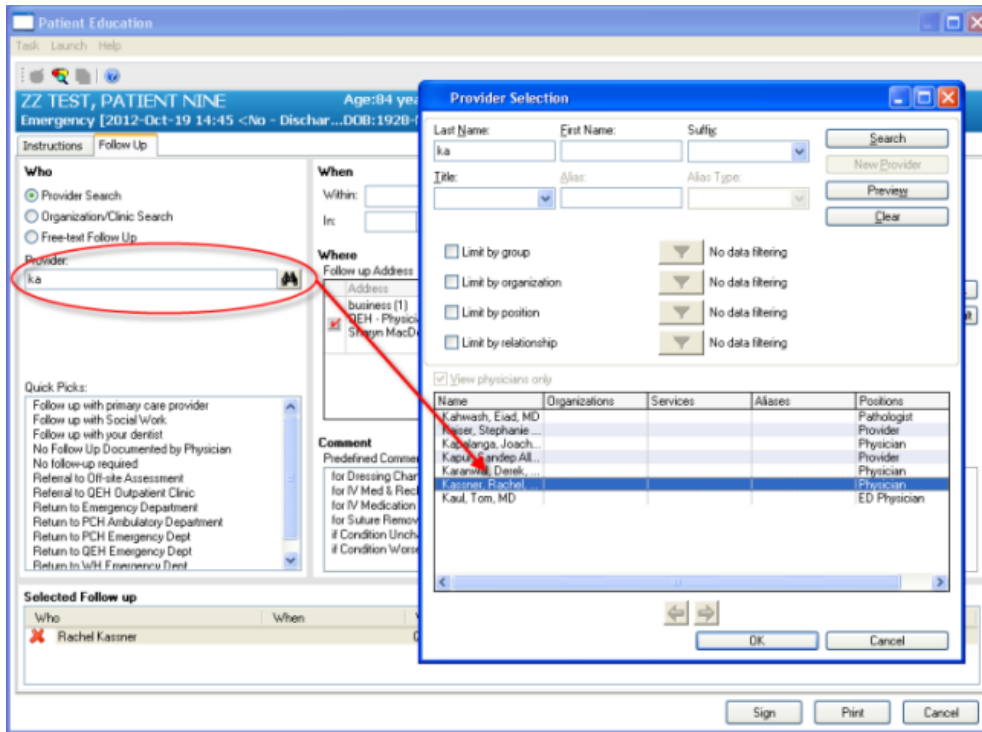
Sign Print Cancel

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.



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.

- 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

**ZZ TEST, PATIENT NINE** Age:84 years Sex:Female Loc:Emerg QEH ARD:  
 Emergency [2012-Oct-19 14:45 <No - Dischar...DOB:1928-Mar-01 MRN:888000563 \*\* Allergies \*\*

Instructions Follow Up

**Who**

Provider Search  
 Organization/Clinic Search  
 Free-text Follow Up

Free Text:  
 See Dr. in 1 to 2 weeks or earlier if condition worsens

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
- No follow-up required
- Referral to Off-site Assessment
- Referral to QEH Outpatient Clinic
- Return to Emergency Department
- Return to PCH Ambulatory Department
- Return to PCH Emergency Dept
- Return to QEH Emergency Dept
- Return to WH Emergency Dept

**When**

Within: [ ]  Only if Needed On: 2012-Oct-30  
 In: [ ] [ ] Clear At: 4:00

**Where**

Follow up Address

Address	Phone
business (0)	
<input checked="" type="checkbox"/> 199 Grafton Street Charlottetown, PE C1A 1L2	

Add Address...  
Save as Default

**Comment**

Predefined Comments  
 for Dressing Change  
 for IV Med & Recheck  
 for IV Medication  
 for Suture Removal  
 if Condition Unchanged  
 if Condition Worsens

Edit Comments

**Selected Follow up**

Who	When	Where	Comments
<input checked="" type="checkbox"/> Rachel Kassner		QEH - Physician, Sharyn MacDougall	
<input checked="" type="checkbox"/> Polyclinic		199 Grafton Street Charlottetown, PE C1A 1L2	

Sign Print Cancel

- If you want to add, modify, or delete a follow-up address, click the 'Follow-Up Address' box and edit the information.
- 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 On: 2012-Oct-30  
 In: [ ] [ ] Clear At: 4:00

- 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: [dropdown]

In: 1 - 2 days  
2 - 4 days  
3 - 5 days  
5 - 7 days

**Where**

Follow up: 1 week  
1 - 2 weeks  
2 - 4 weeks  
1 month  
As needed

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.

The screenshot shows the 'Violent/Aggressive' follow-up dialog box. It includes sections for 'Who' (Provider Search, Organization/Clinic Search, Free-text Follow Up, Favorites), 'When' (Within, In, Only if Needed, On, At), 'Where' (Follow up Address), 'Comment' (Preadefined Comments, Edit Comments), and 'Selected Follow up' (table with Who, When, Where columns). A 'Free Text' box is available for additional instructions. At the bottom are 'Sign', 'Print', and 'Cancel' buttons. Three green callout boxes provide instructions: one points to the 'Free Text' box stating 'Multiple follow up instructions may be added during the depart process'; another points to the 'Print' button stating '#1. Select "Print" to print copy of the instructions'; and a third points to the 'Sign' button stating '#2. Select "SAVE"- this will save the document to the patient chart for this encounter'.