

Provincial Preventative Diabetes Foot Care Program Program Workflow Document

Part 1 of 2

November 25/24

****Have the bookmarks tab open to help navigate the document (ribbon symbol from left side menu)****

Referral Party

Where to find Program Information

Need education on how to complete a Provincial Diabetes Foot Screen? Go here:

<https://src.healthpei.ca/diabetic-foot>

How to find information about the program and a client within EMR CHR

1

There are three main places in a client's chart that you can find information about a client in the program: 1) Foot Exam Widget, 2) Referral, and 3) Case

2

Open a client chart.

The screenshot displays the EMR/CHR interface for a patient named Patricia Jenny Test. The interface is divided into several sections:

- Opened patients:** A search bar and a list of patient charts. The first chart is for Patricia Jenny Test (Pat), Female / 110 years old. A red circle highlights the patient's profile picture.
- Right-hand panel:** Contains patient information and a list of widgets. The patient's name is Patricia Jenny Test, 110 years old / 1913/Dec/. There are status indicators for "NOT SYNCED" and "Allergies (8)". The widget list includes:
 - Foot Exam: 2024-08-11
 - Contacts: Email: aaneum
 - Additional Contacts: Tomr
 - Plan/Visit Notes: 2024-07
 - Preferred Pharmacy: Nam
- Issue section:** Shows "Foot Care" as the current issue.
- Assigned Provider section:** Shows Brenda Kennedy, LPN as the assigned provider.
- Case Data:** A link to view case data.

3

This example has the Foot Exam patient data widget within the header so can be seen automatically once the chart is open.

0 Pathways

Patricia Jenny Test (Pat) (She/Her)
110 years old / 1913/Dec/25 / Female

NOT SYNCED
Allergies (8) / OTHER 08675309 PP Unaffiliated Provider / Bala

Foot Exam 2024-08-11 | FC q6week; DFS Mod due Jan 2025; Consent di

Contacts Email: aaneumann@gov.pe.ca / Mobile Phone: +1 902 213 688!

Additional Contacts Tommy Tutone (Emergency Contact; Other) - Mobile F Overwrite

Plan/Visit Notes 2024-07-11 | watch for MRI at next visit **Addresses**

Preferred Pharmacy Name: Murphy's Kensington Pharmacy (56 Broadwa

CELL PHONE +1 902 213 6885 **HOME PHONE** +1 902 213

NOTIFICATION METHOD SMS **ADDRESS** 15 Queen S

Quick Menu

- Health Profile
- Messages

Primary Practitioner

Unaffiliated Pro

4

There are 3 items listed that serve as a type of care plan. You will see the nurse's recommended foot care frequency (FC); when diabetes foot screens (DFS) are due (which are paired with additional foot care assessments that may require more appt time when booking) and when foot care consents are due. These items serve as a guideline; however, it is essential to review other sections of the chart to confirm whether these tasks have been completed. For instance, a client may leave PEI for the summer, resulting in their FC every six weeks being significantly overdue.

Foot Exam	
• Foot Exam	<input type="radio"/> None <input type="radio"/> Normal <input type="radio"/> Abnormal
• Foot Exam Findings	FC q6week; DFS Mod due Jan 2025; Consent due June 202
• Date	11th Aug 2024

i

As a diabetes educator or primary care nurse, if you observe the Foot Exam widget as outlined in Step 4, please verify whether the client has been attending appointments with the foot care program staff. If they have, kindly leave the diabetes foot screenings for the program staff to complete.

5 To check the referral section for information, Click "Start/Open.."

ter)

Unaffiliated Provider / Balance Due: \$0.00

Mod due Jan 2025; Consent due June 2025

Mobile Phone: +1 902 213 6885 / Home Phone: +1 902 213 4293 / Work Phone: 902-213-6481

Emergency Contact: Other) - Mobile Phone: 902-867-5309, Email: Jenny8675309@gmail.com, Address: 777 Ripplewood Blvd., Notes:

RI at next visit

Addresses 15 Queen St, Charlottetown PE, C1A 4A2 CA

Kingston Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true

HOME PHONE
+1 902 213 4293

EMAIL
aaneumann@gov.pe.ca

ADDRESS
15 Queen St Charlottetown, PE C1A 4A2 CA

Update Information

Primary Practitioner
Unaffiliated Provider

Referring Practitioner
No referring practitioners.

6 Click "Referrals"

15 Queen St Charlottetown, PE C1A 4A2 CA

Primary Practitioner
Unaffiliated Provider

Referring Practitioner
No referring practitioners.

UPDATE INFORMATION

UPDATE INFORMATION

Latest Encounters

- Undefined Concern Draft / 20th Sep 2024 a day ago
- Undefined Concern Draft / 20th Sep 2024 a day ago
- Undefined Concern Draft / 19th Sep 2024 2 days ago
- Undefined Concern Draft / 19th Sep 2024 2 days ago

Latest Admin Notes

Patient prone to violent outbursts. Contact precautions and have two all encounters.

Allan Neumann
2024/May/15 2:23PM

NEW NOTE

Preferred Pharmacy

Patient Data

Encounters

Lab Results

Patient Files

Letters

Cases

Referrals

Allergies

Forms

Prescriptions

Medications

Injections

Qnaire Responses

7

Click "Initial Foot Care & Assessment" referral (this example has multiple due to being a test patient).

Opened patients

1 Patient Chart

OPENED PATIENT CHARTS

Patricia Jenny Test (Pat)
Female / 110 years old

Patricia Jenny Test (Pat) (She/Her)
110 years old / 1913/Dec/25 / Female

NOT SYNCED | OTHER: 08675309 | Uninitialized Provider | Balance Due: \$0.00

Foot Exam: 2024-08-11 | FC qdweek: DFS Mod due Jan 2025; Consent due June 2025

Additional Contacts: Tommy Tutone (Emergency Contact; Other) - Mobile Phone: 902-867-5309; Email: Jenny8675309@gmail.com; Address: 777 Ripplewood Blvd.; Notes: Overwrite

Plan/Visit Notes: 2024-07-11 | watch for MRI at next visit | Addressed: 15 Queen St, Charlottetown PE, C1A 4A2 CA

Preferred Pharmacy: Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true

Referrals

Direction	Reason	Date Added	Ordering Provider	Service Provider	Status
Incoming	QPeds-ADHD	2024/Sep/17	Dr. Laura Neu... Linden Avenue Pat...	Mark MacDonald (EMR Su... ITC	Created in Error
Internal	Peds - Standard Letter TEST For Contact Info	2024/Sep/04	Barb MacDo... EMR Advisor	Mark Testing MacDonald (...)	Requested
Outgoing	Peds - Standard Letter TEST For Contact Info	2024/Sep/04	Barb MacDo... EMR Advisor	EMR Office EMR Project Office	Archived
Incoming	Initial Foot Care & Assessment	2024/Aug/08	Ordering Pro... Unknown Provider	Krisandra Cairns RN	Requested
Internal	Consultation	2024/Aug/11	Krisandra Cal... RN	Incoming Fax - Provincial D...	Archived
Internal	Initial Foot Care & Assessment	2024/Aug/11	Krisandra Cal... RN	Krisandra Cairns RN	Requested
Internal	Initial Foot Care & Assessment	2024/Aug/11	Krisandra Cal... RN	Krisandra Cairns RN	Accepted
Internal	Referral - Standard	2024/Jun/26	Alexis Wright... Health Informatio...	Luke Test Myers Test Account	Requested
Incoming	Initial Foot Care & Assessment	2024/Jun/20	Ordering Pro... Unknown Provider	Krisandra Cairns RN	Accepted
Internal	Consultation	2024/Jun/20	Krisandra Cal... RN	Incoming Fax - Provincial D...	Archived
Incoming	Consultation	2024/May/29	Ordering Pro... Unknown Provider	Incoming Fax - Provincial D...	Archived
Outgoing	Referral Neuro	2024/May/24	Dr. Peter Hoo... Physician Family...	Paul Seviour Doctors List - QEH / Medical Doctor...	Archived
Internal	Consultation	2024/May/14	Krisandra Cal... RN	Provincial Diabetes Foot C...	Cancelled
Incoming	Tachycardia	2024/Apr/03	Eunice Hove Home Family Phys...	Dr. Victoria Zotova Physician - Internal Medicine	Archived
Outgoing	Referral - Knee Pain	2023/Dec/12	Dr. Reuven St... Physician	Gordon Beck Doctors List - QEH	Cancelled
Outgoing	Referral To IM - Dr. Fitzwilliam	2023/Jun/28	Dr. Keith Bagl... Physician Family...	Michael Fong Polyclinic Professional Centre / Phy...	Cancelled
Outgoing	Referral Short	2023/Apr/17	Emr Support... EMR Program Test	EMR Office EMR Project Office	Archived

8

Before opening the referral I can tell the date the referral was made, that client was "Accepted" and that Krisandra Cairns is the service provider (in live referrals it will be the appropriate LPN).

Patricia Jenny Test (Pat)
Female / 110 years old

Additional Contacts: Tommy Tutone (Emergency Contact; Other) - Mobile Phone: 902-867-5309; Email: Jenny8675309@gmail.com; Address: 777 Ripplewood Blvd.; Notes: Overwrite

Plan/Visit Notes: 2024-07-11 | watch for MRI at next visit | Addressed: 15 Queen St, Charlottetown PE, C1A 4A2 CA

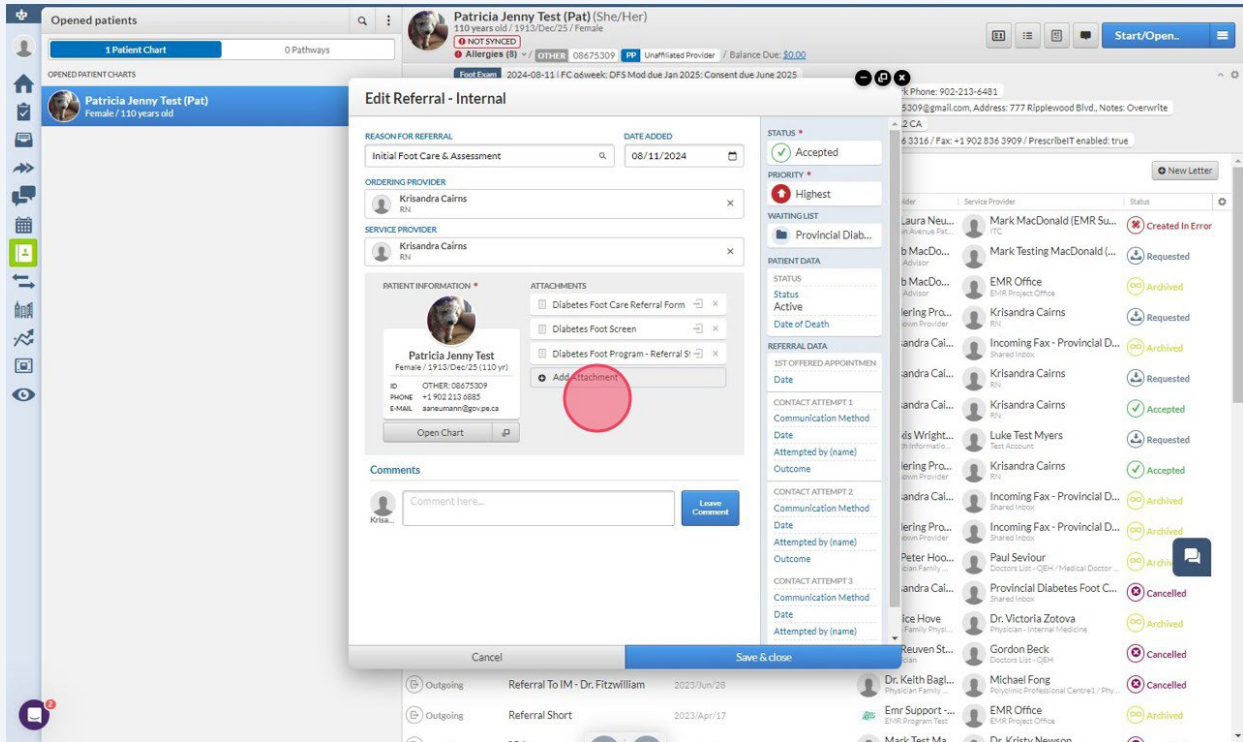
Preferred Pharmacy: Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true

Referrals

Direction	Reason	Date Added	Ordering Provider	Service Provider	Status
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Internal	Peds - Standard Letter TEST For Contact Info	2024/Sep/04	Barb MacDo... EMR Advisor	Mark Testing MacDonald (...)	Requested
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Internal	Initial Foot Care & Assessment	2024/Aug/11	Krisandra Cal... RN	Krisandra Cairns RN	Requested
Internal	Initial Foot Care & Assessment	2024/Aug/11	Krisandra Cal... RN	Krisandra Cairns RN	Accepted
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Outgoing	Referral - Knee Pain	2023/Dec/12	Dr. Reuven St... Physician	Gordon Beck Doctors List - QEH	Cancelled
Outgoing	Referral To IM - Dr. Fitzwilliam	2023/Jun/28	Dr. Keith Bagl... Physician Family...	Michael Fong Polyclinic Professional Centre / Phy...	Cancelled
Outgoing	Referral Short	2023/Apr/17	Emr Support... EMR Program Test	EMR Office EMR Project Office	Archived

9

Once the referral is open I can see her Priority status is "highest". Under attachments I can also open their referral form, diabetes foot screen or the diabetes foot program - referral status for more details. Beginning in October 2024, all referrals will be accompanied by referral status forms at each stage. This will allow newcomers to track the history of the referral effectively. This approach ensures that all relevant personnel can view the most recent referral status, rather than limiting access solely to the ordering provider who would be directly notified of any changes in referral status.





Status options:

Booked - If an appointment has been scheduled, it indicates acceptance into the program. Please note that if you see a status of "Booked," it will be updated as soon as the error is identified.

Additional Information Required

Waitlisted

Created in Error - e.g. wrong patient, wrong type of referral

Cancelled - e.g. when you have multiple referrals and closing all except one to process

Archived - e.g. Discharged or Deceased

Declined Service

Closed at intake - e.g. Ineligible referral for an initial appointment, for example a



Priority options

There are 4 risk levels on the referral form, low (ineligible), moderate, high, and stable high. The eligible risk levels are prioritized as the following options:

Moderate risk level - "Priority" Medium

High risk level - "Priority" Highest

10

The majority of the foot care nurse's charting can be found in the case section. Click "Start/Open.." then Click "Cases"

The screenshot shows a table of providers with columns for 'Added', 'Ordering Provider', and 'Service Provider'. The 'Cases' option in the right-hand sidebar menu is highlighted with a red circle.

Added	Ordering Provider	Service Provider
4/Sep/17	Dr. Laura Neu... Linden Avenue Pat...	Mark MacDonald (EMR) ITC
4/Sep/04	Barb MacDo... EMR Advisor	Mark Testing MacDona
4/Sep/04	Barb MacDo... EMR Advisor	EMR Office EMR Project Office
4/Aug/08	Ordering Pro... Unknown Provider	Krisandra Cairns RN
4/Aug/11	Krisandra Cai... RN	Incoming Fax - Provinci Shared Inbox
4/Aug/11	Krisandra Cai... RN	Krisandra Cairns RN
4/Aug/11	Krisandra Cai... RN	Krisandra Cairns RN
4/Jun/26	Alexis Wright... Health Informatio...	Luke Test Myers Test Account
4/Jun/20	Ordering Pro... Unknown Provider	Krisandra Cairns RN
...	Krisandra Cai	Incoming Fax - Provinci

11

Click the case that has an issue of "Foot Care," uses the template "Provincial Diabetes Foot Care," or is assigned to a foot care nurse.

The screenshot shows a patient's profile with contact information and a 'Cases' section. A table lists cases with columns for Case Number, Issue, Opened At, Template, Status, Assigned To, Closed On, and Reason. The 'Foot Care' case is highlighted, and a dropdown menu shows the template 'Provincial Diabetes Foot Care' selected.

Case Number	Issue	Opened At	Template	Status	Assigned To	Closed On	Reason
#5JAGY79V#H	Mental Health ...	2024/Sep/11	Mental Health & ...	Closed	Allan Neumann	2024/Sep/11	Com
#5JAPBR88F1K	Foot Care	2024/Jun/27	Provincial Diabet...	Open	Brenda Kennedy, LPN Foot Care Nurse		

12

Once the case is opened you can see the issue, assigned provider, status, and case data. This example does not contain any encounters or attachments as it pertains to a test patient. In an actual chart, you will find foot care encounters listed in the encounters section. Please note that these encounters are duplicates and will also appear in the main encounter section; however, only those encounters created within or linked to the specific case will be displayed here. When a case is first opened, staff will review previous encounters and link them as necessary, particularly those relevant to foot care. While some past encounters may be overlooked, all future foot care nursing encounters will be accessible in this section. Please select an encounter to view the associated documentation.

The screenshot displays a patient chart for Patricia Jenny Test (Pat), 110 years old, female. The patient's status is 'NOT SYNCED' and 'Allergies (8)'. The chart shows a 'Foot Exam' on 2024-08-11 with a frequency of 'q6week' and a due date of 'June 2025'. The assigned provider is Brenda Kennedy, LPN, and the status is 'Open'. The case data includes: Foot Screen Risk (Moderate), Clinic Location (Polyclinic), Diabetes (Type 2), Insurance (No), and Type of Admission (No Entry). The Encounters section is currently empty, with a message 'No encounters added.' and buttons for 'Link Encounter' and 'New Encounter'. The Attachments section is also empty, with an 'Add Attachment' button.

13

Under the encounters section is the attachments section where consent forms will be uploaded for easy access within the case. While pdfs are duplicated and also available in the client's main "patient files" section, please note that only the documents uploaded within the case will be visible within the case. Unfortunately existing pdfs already under the "patient files" section cannot be linked to the case.

The screenshot displays a patient case interface. At the top, there is a header for 'Preferred Pharmacy' with details for 'Murphy's Kensington Pharmacy'. Below this, the 'Case Data' section lists several attributes: Foot Screen Risk (Moderate), Clinic Location (Polyclinic), Diabetes (Type 2), Insurance (No), and Type of Admission (No Entry). The 'Encounters' section is currently empty, displaying a message 'No encounters added.' The 'Attachments' section is highlighted with a red circle and contains a search bar, a checkbox for 'Show historical versions of files', and a table with columns for 'ICON', 'FILE', 'DATE', 'UPLOADED DATE', 'OWNER', 'DESCRIPTION', and 'ACTIONS'. The table is currently empty, showing a message 'No files have been uploaded.'

How to make an internal referral (anyone with EMR CHR access)

1

Referral parties are likely already in the affected client's chart as well as working within an active encounter. The following steps are done from within an encounter.

2

Scroll down your active encounter until you get to the "Attachments" section.

The screenshot displays a patient encounter page in an EMR system. At the top, there are several data fields: **Contacts** (Email: adreumain@gov.pe.ca / MOBILE PHONE: T1 902 213 4293 / HOME PHONE: T1 902 213 4293 / Work Phone: 902-213-6481), **Additional Contacts** (Tommy Tutone (Emergency Contact: Other) - Mobile Phone: 902-867-5309, Email: Jenny8675309@gmail.com, Address: 777 Ripplewood Blvd., Notes: Overwrite), **Plan/Visit Notes** (2024-07-11 | watch for MRI at next visit), **Addresses** (15 Queen St, Charlottetown PE, C1A 4A2 CA), and **Preferred Pharmacy** (Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescriberT enabled: true). Below these fields is a navigation bar with options: < Back, Visit Date: 2024/Aug/11 4:09PM, Contributors, Access restrictions, Template, PDF, and Delete. The main content area shows the **PRESENTING ISSUE** as "Initial Foot Care & Assessment" and the **LOCATION** as "Primary Care Access Clinic - Charlottetown". Below this, there are sections for **Qnaires** (with a "+ Attach a Qnaire Response" button and a "+ Collect Data" button) and **History**. A red circle highlights a scroll bar on the right side of the page, indicating the instruction to scroll down.

3

"Attachments" section here. Now look to the right side of attachments bar for "+Add Form"

Male / 58 years old

Plan/Visit Notes 2024-07-11 | watch for MRI at next visit

Addresses 15 Queen St, Charlottetown PE, C1A 4A2 CA

Preferred Pharmacy Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescriberIT enabled: true

< Back Visit Date: 2024/Aug/11 4:09PM Contributors Access restrictions

PRESENTING ISSUE Initial Foot Care & Assessment LOCATION Primary Care Access Clinic - Charlottetown

- Prescriptions
- Attachments EXPAND**
- Referrals
- Injections
- Automated Follow-Up

Save SIGN Your changes have been saved.

4

Click "+Add Form"

Plan/Visit Notes 2024-07-11 | watch for MRI at next visit

Addresses 15 Queen St, Charlottetown PE, C1A 4A2 CA

Preferred Pharmacy Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescriberIT enabled: true

< Back Visit Date: 2024/Aug/11 4:09PM Contributors Access restrictions Template PDF Delete

PRESENTING ISSUE Initial Foot Care & Assessment LOCATION Primary Care Access Clinic - Charlottetown

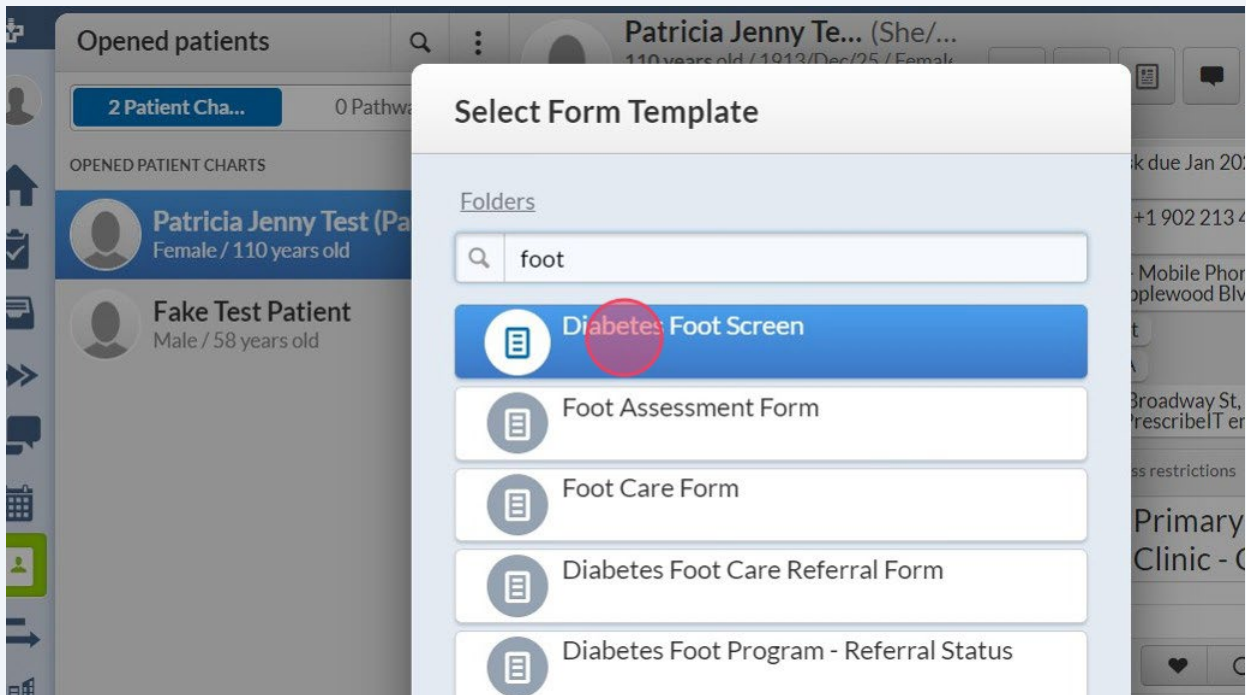
- Prescriptions + Add Prescription
- Attachments FOLD + Add Form + Add Attachment**

No attachments added.

Save SIGN Your changes have been saved.

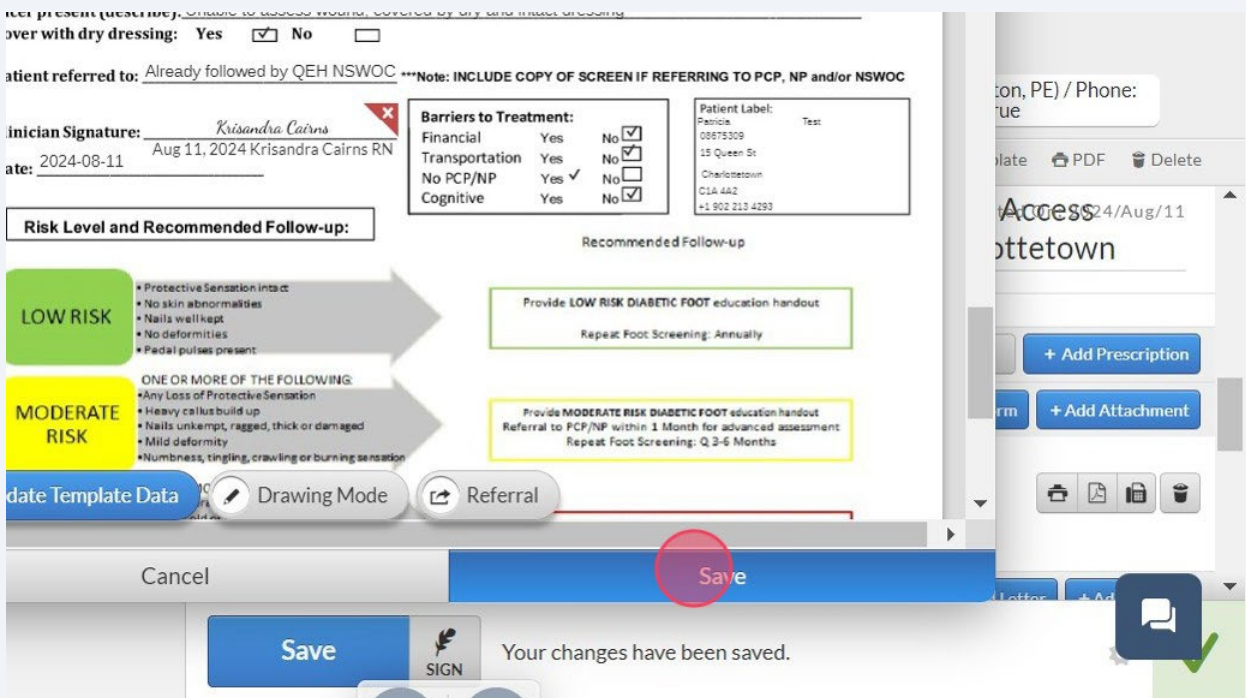
5

Select "Diabetes Foot Screen." A program referral cannot be done without one and it is easier to have the screen done before making the referral.



6

Complete screen. Click "Save"





The Diabetes Foot Screen form requests completed screens to be faxed to the Provincial Skin and Wound Care. Steps 7-9 have to do with this form request, which is for DATA ENTRY and not for the referral process. The next step in the referral process is Step 10.

7

Click the pictured fax button connected to the screen.

The screenshot displays a medical software interface. At the top, there are fields for 'Plan/Visit Notes' (2024-07-11 | watch for MRI at next visit), 'Addresses' (15 Queen St, Charlottetown PE, C1A 4A2 CA), and 'Preferred Pharmacy' (Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true). Below this is a navigation bar with 'Back', 'Visit Date: 2024/Aug/11 4:09PM', 'Contributors', 'Access restrictions', 'Template', 'PDF', and 'Delete'. The main content area shows 'PRESENTING ISSUE' as 'Initial Foot Care & Assessment' and 'LOCATION' as 'Primary Care Access Clinic - Charlottetown'. There are sections for 'Prescriptions' and 'Attachments'. The 'Attachments' section contains a card for 'Diabetes Foot Screen' (Updated a few seconds ago) with a red circle highlighting a fax icon. At the bottom, there is a 'Save' button, a 'SIGN' button, and a confirmation message: 'Your changes have been saved.' A green checkmark icon is also visible in the bottom right corner.

8

The Provincial Skin and Wound Care fax # is pre-entered, select "Provincial Skin and Wound Care"

TO

Contact wound

QEH Wound Care
QEH, Charlottetown, PE

Provincial Skin and Wound Care

Wound/Ostomy/Continance Referral
+1 902 838 0786 +1 902 838 0774
407 MacIntyre Avenue, Montague, PE, Canada, COA 1R0

9

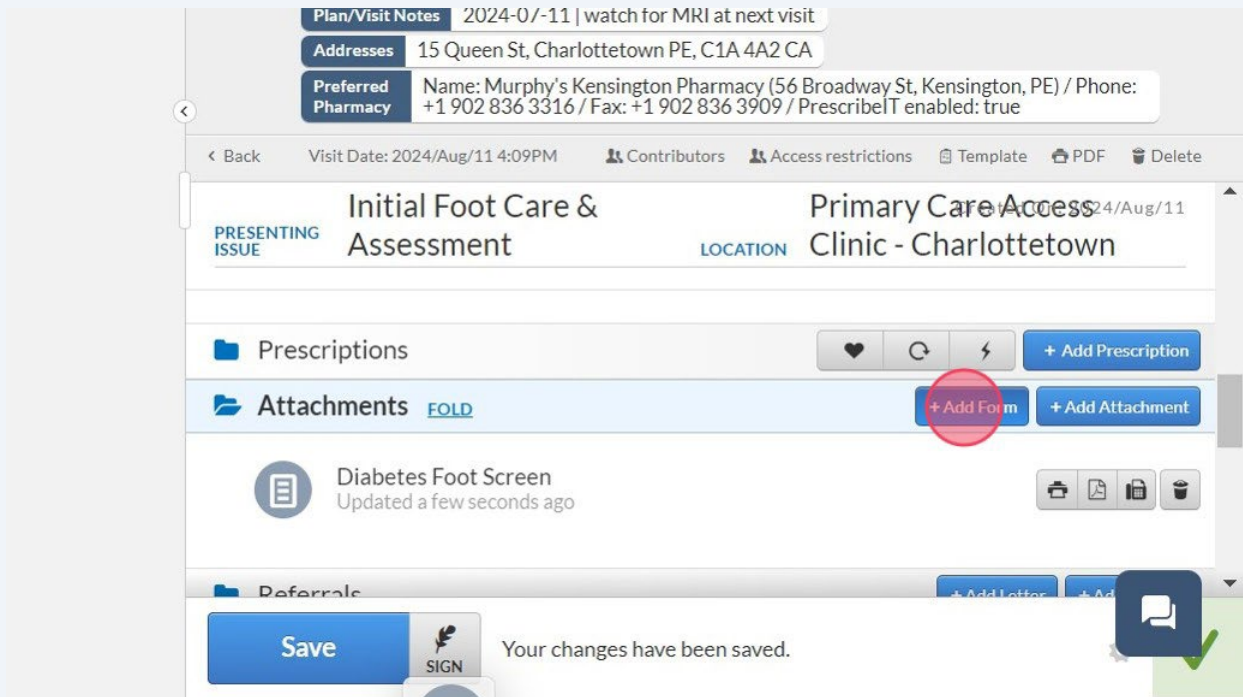
Click "Send"

Close

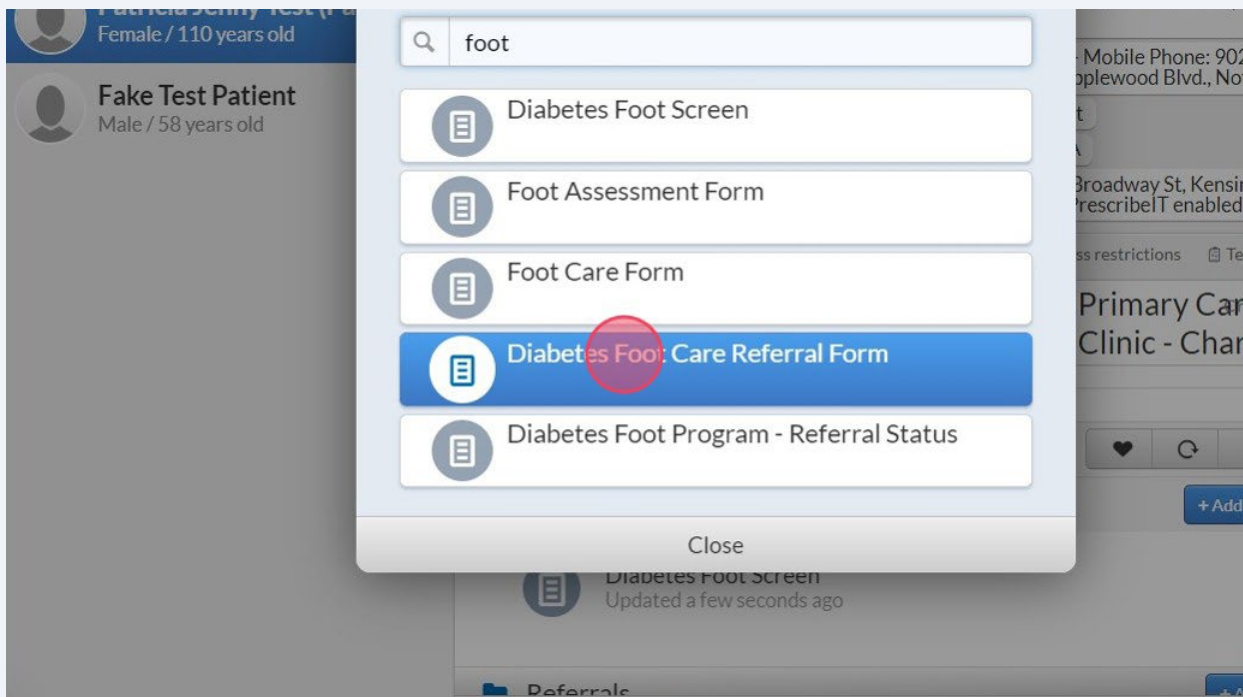
Send

Save SIGN Your changes have been saved.

10 Click "Add Form"

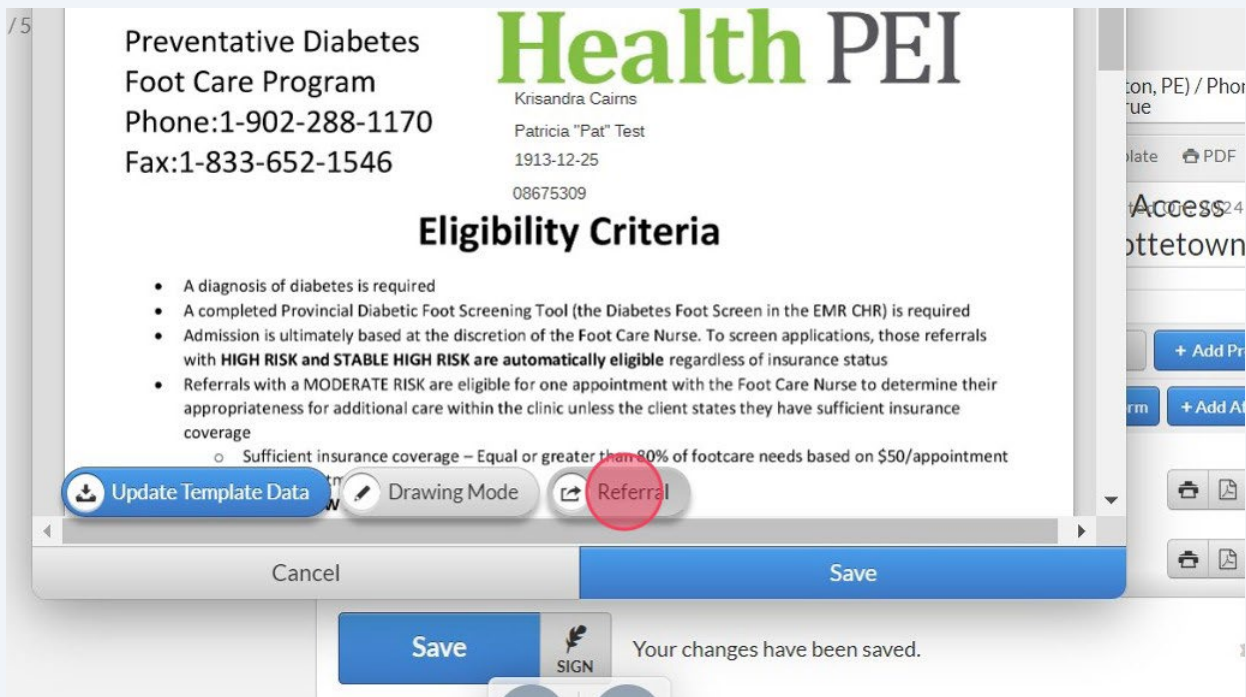


11 Click "Diabetes Foot Care Referral Form"



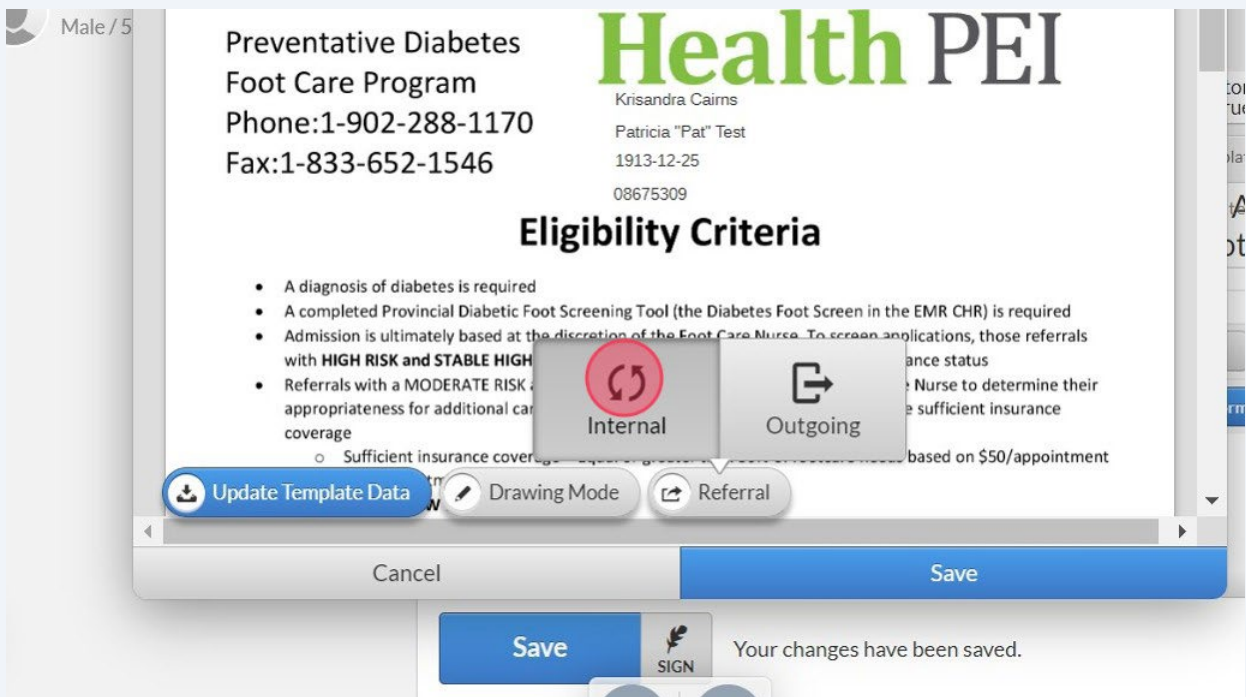
12

Complete the referral. Instead of clicking Save, Click "Referral" which will automatically save the document.



13

Click "Internal" NEVER USE OUTGOING



14 Double-click the "Reason for Referral" field.

Opened patients Patricia Jenny Te... (She/... 110 years old / 1913/Dec/25 / Female) NOT SYNCED

New Referral - Internal

REASON FOR REFERRAL **DATE ADDED**

Consultation 08/11/2024

ORDERING PROVIDER *

Krisandra Cairns
Registered Nurse (RN)

SERVICE PROVIDER *

Search provider by name, clinic or number

PATIENT INFORMATION * **ATTACHMENTS**

Diabetes Foot Care Referral Form

Add Attachment

STATUS *

Request

PRIORITY *

Not Yet

WAITING LIST

No Selected

PATIENT DATA

STATUS

Status
Active
Date of Death

REFERRAL DATA

15 Click "Initial Foot Care & Assessment"

foot

08/11/2024

ORDERING PROVIDER *

Krisandra Cairns
Registered Nurse (RN)

SERVICE PROVIDER *

Search provider by name, clinic or number

PATIENT INFORMATION * **ATTACHMENTS**

Diabetes Foot Care Referral Form

Add Attachment

STATUS *

Request

PRIORITY *

Not Yet

WAITING LIST

No Selected

PATIENT DATA

STATUS

Status
Active
Date of Death

REFERRAL DATA

CONTACT ATTEMPTED

Communicated

Date

Attempted by

Patricia Jenny Test
Female / 1913/Dec/25 (110 yr)

ID OTHER: 08675309
PHONE +1 902 213 4293
E-MAIL aaneumann@gov.pe.ca

16

Under "Service Provider" field find and select "Provincial Diabetes Foot Care Central Referral"

Edit Referral - Internal

REASON FOR REFERRAL **DATE ADDED**

Initial Foot Care & Assessment 08/11/2024

ORDERING PROVIDER

Krisandra Cairns RN

SERVICE PROVIDER

Provincial Diabetes Foot Care Central Referral

PATIENT INFORMATION

Patricia Jenny Test
Female / 1913/Dec/25 (110 yr)

ID OTHER: 08675309
PHONE +1 902 213 6885

ATTACHMENTS

Diabetes Foot Care Referral Form

Add Attachment

STATUS

Requested

PRIORITY

Not Yet Triageed

WAITING LIST

No Selected Waiting List

PATIENT DATA

STATUS
Status
Active
Date of Death

REFERRAL DATA

1ST OFFERED APPOINTMEN
Date

CONTACT ATTEMPT 1



Under the Service Provider section, there is an option labeled "Incoming Fax - Provincial Diabetes Foot Care." Please try to avoid this option as it may delay the processing of the referral. It does get checked but may be delayed.

17 Do not change "Status," the program clerk will do this.

Patricia Jenny Te... (She/...)
110 years old / 1913/Dec/25 / Female
NOT SYNCED

Start/Open..

Referral - Internal

ERRAL

are & Assessment 08/11/2024

IDER *

Jra Cairns
ed Nurse (RN)

ER *

cial Diabetes Foot Care

ORMATION *

ATTACHMENTS

Diabetes Foot Care Referral Form

Add Attachment

STATUS *

Requested

PRIORITY *

Not Yet Triaged

WAITING LIST

No Selected Waiting List

PATIENT DATA

STATUS

Status
Active
Date of Death

REFERRAL DATA

18 Do not change "Priority," the program clerk will do this based on the diabetes foot screen, then the foot care nurse will keep it updated.

Patricia Jenny Te... (She/...)
110 years old / 1913/Dec/25 / Female
NOT SYNCED

Start/Open..

Referral - Internal

ERRAL

are & Assessment 08/11/2024

IDER *

Jra Cairns
ed Nurse (RN)

ER *

cial Diabetes Foot Care

ORMATION *

ATTACHMENTS

Diabetes Foot Care Referral Form

Add Attachment

STATUS *

Requested

PRIORITY *

Not Yet Triaged

WAITING LIST

No Selected Waiting List

PATIENT DATA

STATUS

Status
Active
Date of Death

REFERRAL DATA

19

Do not change the "waiting list," the provincial clerk will do this (this step has to do with an organizational folder and has nothing to do with an actual waiting list. If client is actually on a waitlist the "status" will be changed to waitlisted).

Referral - Internal

ERRAL

are & Assessment DATE ADDED 08/11/2024

ORDER *
Krisandra Cairns
Registered Nurse (RN)

SERVICE *
Provincial Diabetes Foot Care

ATTACHMENTS
Diabetes Foot Care Referral Form

ADD ATTACHMENT

PATIENT INFORMATION *
Patricia Jenny Test
1913/Dec/25 (110 yr)

STATUS *
Requested

PRIORITY *
Not Yet Triaged

WAITING LIST
No Selected Waiting List

PATIENT DATA
STATUS
Status Active
Date of Death

REFERRAL DATA
CONTACT ATTEMPT 1
Communication Method

20

Click "+Add Attachment"

ORDERING PROVIDER *
Krisandra Cairns
Registered Nurse (RN)

SERVICE PROVIDER *
Provincial Diabetes Foot Care

PATIENT INFORMATION *
Patricia Jenny Test
Female / 1913/Dec/25 (110 yr)
ID OTHER: 08675309
PHONE +1 902 213 4293
E-MAIL aaneumann@gov.pe.ca

ATTACHMENTS
Diabetes Foot Care Referral Form

ADD ATTACHMENT

STATUS *
Not Yet Triaged

WAITING LIST
No Selected Waiting List

PATIENT DATA
STATUS
Status Active
Date of Death

REFERRAL DATA
CONTACT ATTEMPT 1
Communication Method
Date
Attempted by (name)

Cancel Save & close

Save SIGN Your changes have been saved.

21 Click "Attach a file of xxxx"

REASON FOR REFERRAL: Initial Foot Care & Assessment

DATE ADDED: 08/11/2024

ORDERING PROVIDER: Krisandra Cairns, Registered Nurse (RN)

SERVICE PROVIDER: Provincial Di...

PATIENT INFORMATION: Patricia Jenny Test, Female / 1913/Dec/25 (110 yr)

STATUS: Requested

PRIORITY: Not Yet Triag

WAITING LIST: No Selected Waitin

PATIENT DATA: Status Active, Date of Death

REFERRAL DATA: CONTACT ATTEMPT 1, Communication Me, Date, Attempted by (name)

Modal options: Upload from your computer, Attach a file of Patricia Jenny Test, Add Attachment

Buttons: Cancel, Save & close

22 Click "Form"

Opened patients: Patricia Jenny Te... (She/...

2 Patient Cha

NEW PA

Patricia Jenny Test, Female / 1913/Dec/25 / OTHER: 08675309

Select Date Range

Show All Records

Message, Encounter, Lab, File, Form, Letter, Allergy, Prescription, Medication

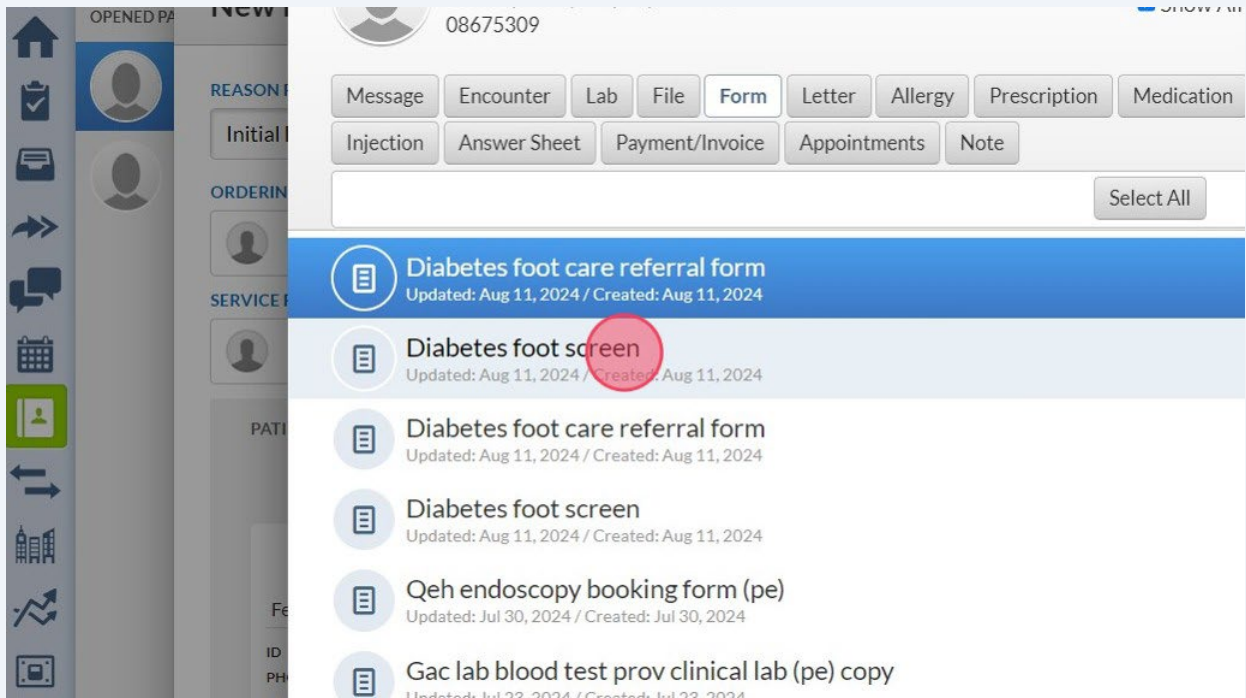
Injection, Answer Sheet, Payment/Invoice, Appointments, Note

Select All

- Phone call w/ patient (Updated: Jul 23, 2024 / Created: Jul 23, 2024)
- Note from the office of dr. isa (Updated: Jul 23, 2024 / Created: Jul 23, 2024)
- Note from the office of dr. mc quaid (Updated: Jul 15, 2024 / Created: Jul 15, 2024)
- Missing information to complete referral intake, see attached for details. (Updated: Jul 04, 2024 / Created: Jul 04, 2024)

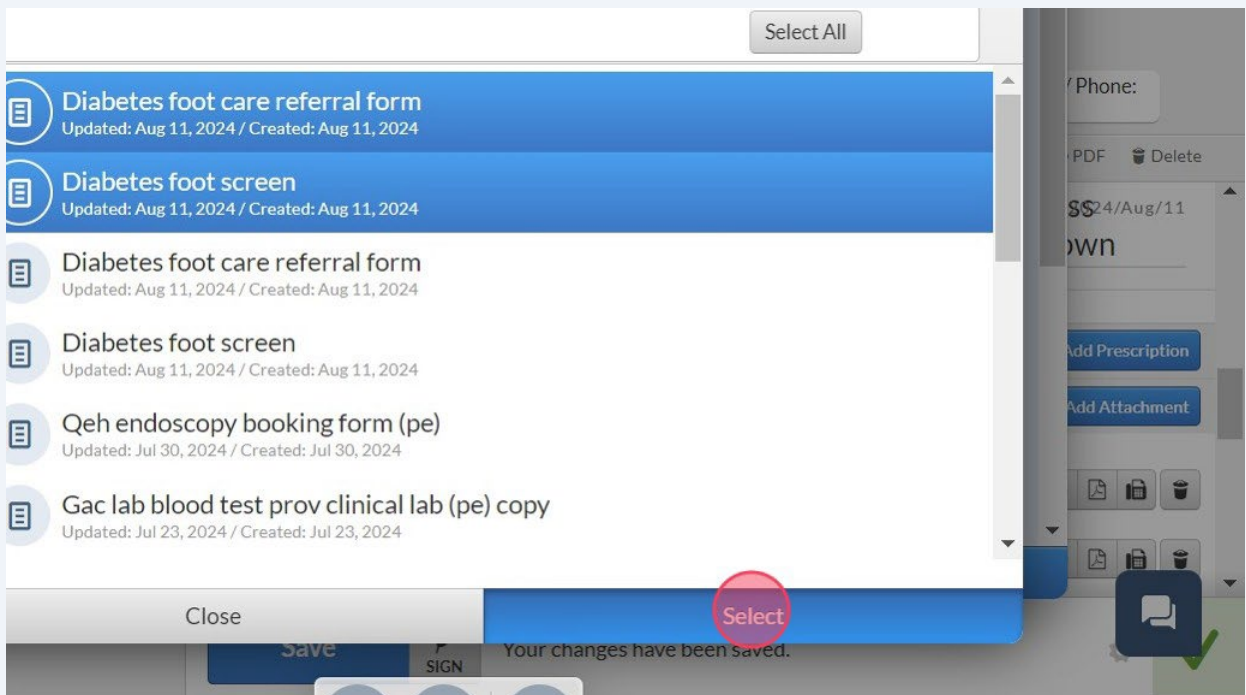
23

Click "Diabetes foot screen." Entries highlighted in blue are attached, at minimum all referrals must have at least two entries highlighted (referral form and diabetes foot screen)



24

Click "Select"



25 Double check that the right patient information auto populated.

ORDERING PROVIDER *
Krisandra Cairns
Registered Nurse (RN)

SERVICE PROVIDER *
Provincial Diabetes Foot Care

PATIENT INFORMATION *
ATTACHMENTS

Diabetes Foot Care Referral Form x
Diabetes Foot Screen x
Add Attachment

Patricia Jenny Test
Female / 1913/Dec/25 (110 yr)
ID OTHER: 08675309
PHONE +1 902 213 4293
E-MAIL aaneumann@gov.pe.ca

Cancel Save & close

Save SIGN Your changes have been saved.

26 Review that you completed everything on the referral.

Referral - Internal

ERRAL DATE ADDED
Diagnosis & Assessment 08/11/2024

ORDERING PROVIDER *
Krisandra Cairns
Registered Nurse (RN)

SERVICE PROVIDER *
Provincial Diabetes Foot Care

PATIENT INFORMATION *
ATTACHMENTS

Diabetes Foot Care Referral Form x
Diabetes Foot Screen x
Add Attachment

Patricia Jenny Test
1913/Dec/25 (110 yr)

STATUS *
Requested

PRIORITY *
Not Yet Triaged

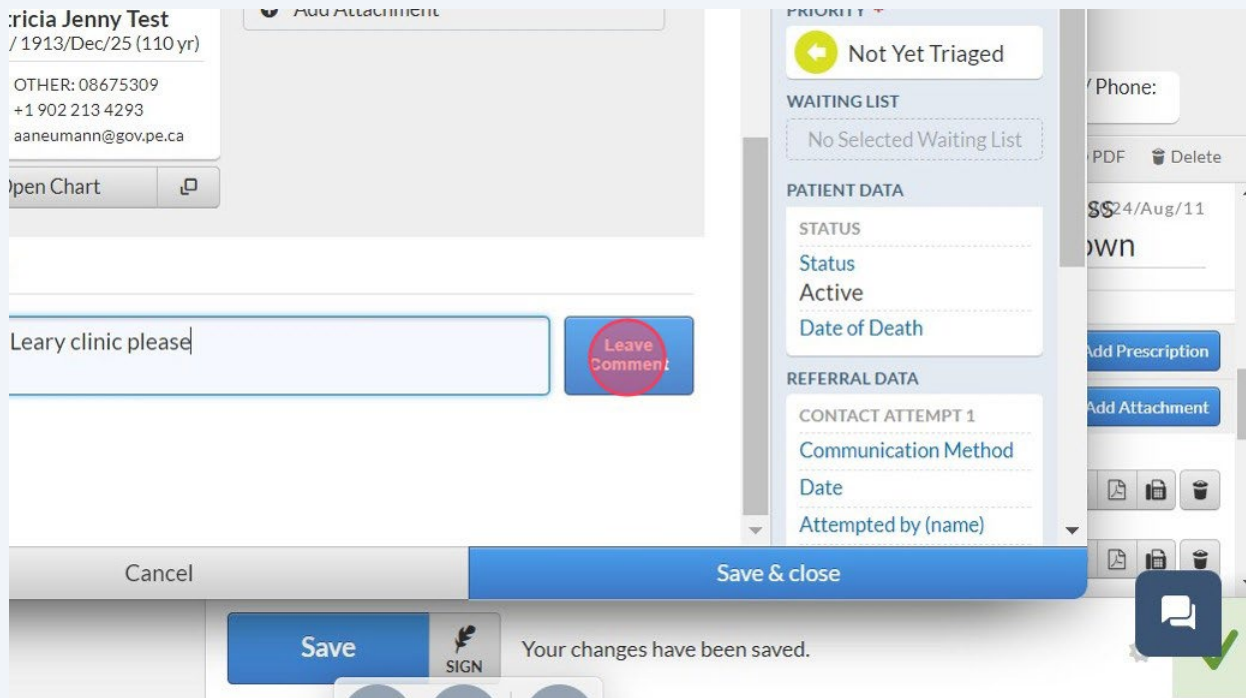
WAITING LIST
No Selected Waiting List

PATIENT DATA
STATUS
Status
Active
Date of Death

REFERRAL DATA
CONTACT ATTEMPT 1
Communication Method

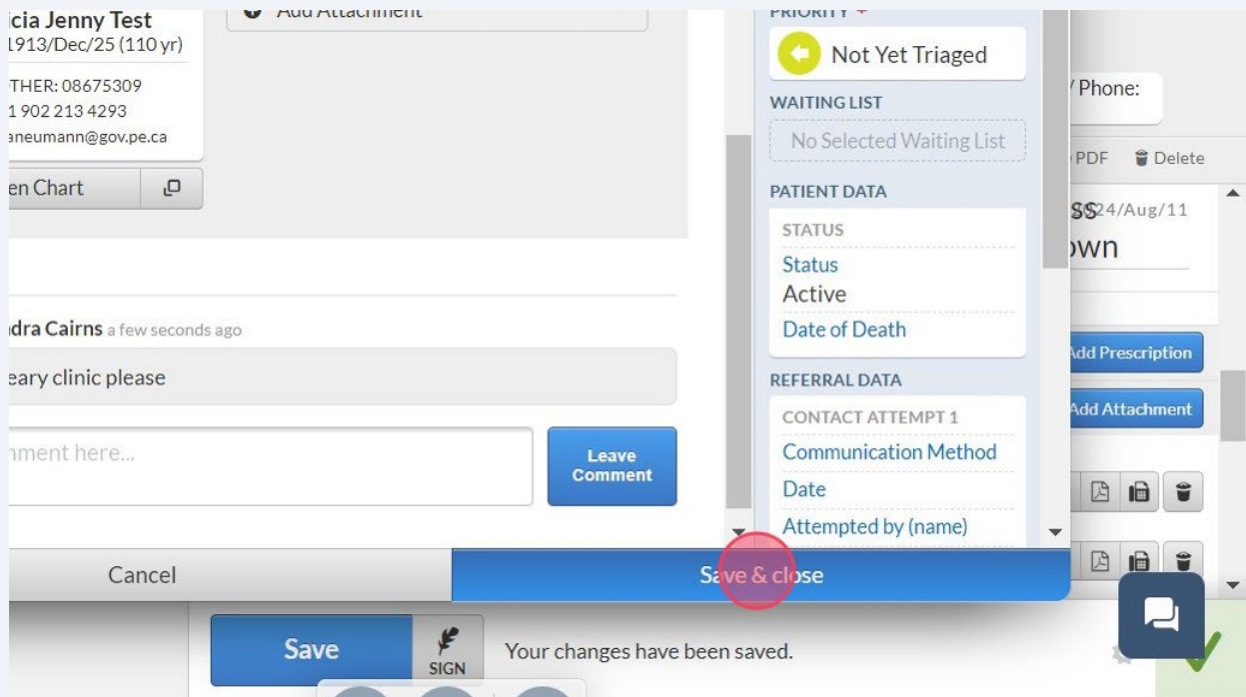
27

An example of when a comment is needed would be West Prince referrals; add a comment of which clinic client would like to go to (summer 2024 options are O'Leary and Tignish)



28

If referral complete click "Save & Close"



29 Referral is complete! If you want to double check; Click "Start/Open.."

Patricia Jenny Te... (She/...)
110 years old / 1913/Dec/25 / Female
NOT SYNCED
OTHER 08675309 ...

0 Pathways

Test (Pat)
old

nt

Foot Exam 2024-08-11 | FC q6week due Sept 3; Mod risk due Jan 2025; Consent due June 2025

Contacts Email: aaneumann@gov.pe.ca / Mobile Phone: +1 902 213 4293 / Home Phone: +1 902 213 4293 / Work Phone: 902-213-6481

Additional Contacts Tommy Tutone (Emergency Contact; Other) - Mobile Phone: 902-867-5309, Email: Jenny8675309@gmail.com, Address: 777 Ripplewood Blvd., Notes: Overwrite

Plan/Visit Notes 2024-07-11 | watch for MRI at next visit

Addresses 15 Queen St, Charlottetown PE, C1A 4A2 CA

Preferred Pharmacy Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true

< Back Visit Date: 2024/Aug/11 4:09PM Contributors Access restrictions Template PDF Delete

Created On: 2024/Aug/11

PRESENTING ISSUE Initial Foot Care & Assessment LOCATION Primary Care Access Clinic - Charlottetown

Qnaires + Att

History

Save SIGN Your changes have been saved.

Start/Open..

30 Click "Referrals"

Plan/Visit Notes 2024-07-11 | watch for MRI at next visit

Addresses 15 Queen St, Charlottetown PE, C1A 4A2 CA

Preferred Pharmacy Name: Murphy's Kensington Pharmacy (56 Broadway St, Kensington, PE) / Phone: +1 902 836 3316 / Fax: +1 902 836 3909 / PrescribeIT enabled: true

< Back Visit Date: 2024/Aug/11 4:09PM Contributors Access restrictions

PRESENTING ISSUE Initial Foot Care & Assessment LOCATION Primary Care Access Clinic - Charlottetown

Qnaires + Att

History

Save SIGN Your changes have been saved.

- Print Label
- Health Profile
- Messages
- Patient Data
- Encounters
- Lab Results
- Patient Files
- Letters
- Cases
- Referrals
- Allergies
- Forms
- Prescriptions

31

You can see the referral (more than one in this example due to being a test/fake patient)

st Patient
years old



Additional Contacts Tommy Iutone (Emergency Contact; Other) - Mobile Phone: 902-867-5309, Email: Jenny8675309@gmail.com, Address: 777 Ripplewood Blvd., Notes: Overwrite

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Referrals

+ New Lett

Direction	Reason	Date Added	Ordering Provider	Service Provider	St...
Inter...	Initial Foot Care & Assessment	2024/Aug/11	Krisandra ... RN	Incoming ... Shared Inbox	Re
Inter...	Initial Foot Care & Assessment	2024/Aug/11	Krisandra ... RN	Incoming ... Shared Inbox	Re
Inter...	Referral - Standard	2024/Jun/26	Alexis Wri... Health Inform...	Luke Test ... Test Account	Re
Inco...	Consultation	2024/Jun/20	Ordering ... Unknown Prov...	Krisandra ... RN	Re
Inter...	Consultation	2024/Jun/20	Krisandra ... RN	Incoming ... Shared Inbox	Re
Inco...	Consultation	2024/May/29	Ordering ...	Incoming ...	Re

How to make an incoming referral (anyone without EMR CHR access; faxed or paper based referrals)



IF YOU HAVE ACCESS TO EMR CHR PLEASE FOLLOW THE DIRECTIONS IN THE "HOW TO MAKE AN INTERNAL REFERRAL" SECTION.

1

Fill out a Provincial Diabetes Foot Care Screen



Reminder to send completed forms of the Diabetes Foot Care Screen as indicated at the bottom of page one (this has to do with data entry on the screen's use and does not have to do with the referral).

2

Fill out a Provincial Preventative Diabetes Foot Care Program Referral

3

Fax BOTH the screen and the referral to 1-833-652-1546