

Title	Ordering a Follow-Up Appointment (Inpatient to Outpatient)
Application	PowerChart

Introduction


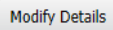
There are different ways to request outpatient follow-up following an inpatient admission depending on the type of follow-up required.

If you are unsure of how to book post-discharge follow-up, check with the specialty.


Requesting follow-up within the same specialty that the patient has been admitted under

Use the **Post Admission Appointment** order.

1. In 'New Order Entry', search for and select 'Post Admission Appointment'.

2. Click the 'Orders for Signature' icon .
3. Select 'Modify Details' .
4. Complete all compulsory fields.

NB: You can add any additional details that may be helpful to the scheduling team in the 'Booking Instructions' free-text field.

5. Sign the order .
6. The order will show in the Order Profile and within the Requests/Care Plan section of the patient record.

Order Profile:

Requests/Care Plans

Requesting follow-up from inpatient/ED to a different specialty OR between outpatient specialties

Some specialties have a 'Referral to OP' order for referrals between specialties for outpatient to outpatient requests, or from inpatient/ED to outpatient requests.

1. In 'New Order Entry', search for and select the relevant 'Referral to OP' order.

2. This opens the referral form. Complete the 'Referring Clinician' section of the form.

3. Review the 'Prompt/Instructions' box for any required information you need to provide, and document this in the 'Reason for Referral' free-text box.

NB: Some referral forms will require you to create a note with the suggested Autotext, which you will need to complete after submitting the form:

Prompt/Instructions

This referral requires further specific information. Please provide brief reason in box on the left & then complete specific information on note (Referral to OP Specialty Info) using Autotext .refoprefat once this form has been completed.

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- 4. **Do not complete the 'Triaging Clinician'** section of the form. This will be completed by the person triaging the referral.
- 5. Once complete, sign the form by clicking the green tick in the top left-hand corner of the window ✓.
- 6. Navigate to the 'Orders for Signature' basket icon – the **order for the referral must now be signed**.



- Click on the icon .
- 7. Click 'Sign' in the pop-up window.

Orders for Signature

List View Association View

▼ Consultations (1)

Referral to OP Heart Failure Rehab Rugby 09/Oct/2024 12:24 BST Remove

Sign Save Modify Details Cancel

- 8. The 'Ref to OP' order will now show in the Order Profile and Requests/Care Plans sections of the patient record.

Order Profile:

Order Profile (15) ☐ Show only pend

Order	Details	Start
▼ Patient Status (2)		
▼ Patient Care (6)		
▼ Diagnostic Tests (1)		
▼ Consultations (6)		
Medication Reconciliation	Requested on: 14/Jun/23 06:08:40 BST	14 JUN 2023 06:08
Pharmaceutical Risk Rating	Requested on: 14/Jun/23 06:08:40 BST	14 JUN 2023 06:08
Post Admission Appointment	5 - 6 Weeks, Respiratory Medicine Service, Regular Follow Up, Reason For Consult: Follow-up post LRTI, 09/Oct/24 12:15:00 BST	09 OCT 2024 12:15
Referral to Healthy Lifestyles Service		14 JUN 2023 06:08
Referral to OP Audiology	09/Oct/24 12:51:00 BST	09 OCT 2024 12:51
Referral to OP Heart Failure Rehab Rugby	09/Oct/24 12:24:00 BST	09 OCT 2024 12:24

Requests/Care Plans:

Consultations

Inpatient

09/Oct/2024 12:24 ... Ordered	Referral to OP Heart F... 09/Oct/24 12:24:00 BST
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Requesting follow-up by a different specialty from the one the patient has been admitted under where there is no referral on EPR.

If there is not a referral for a specialty within EPR, please check with the specialty directly and follow that department's process for requesting outpatient follow-up.

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