"What Goes Where": A Guide to Clinical Documentation at Western Health

Adult Specialist clinics

iPM:	EMR (Cerner):	Paper:	BOSSnet:	Other Applications:
• Patient registration • Updating patient demographic information/ compensable (insurance information) • Deceasing of Patients • Presence of an advance care plan – Legal Alert • Presence of a substitute decision maker – Legal Alert • ESIS Waitlist • Admit, Discharge or Transfer	• Allergies & Alerts • Weight • Medication Orders/ Administration • Intravenous & subcutaneous infusion orders/administration • Pathology, Radiology and Specimen Orders, Collections/ Results/ • Endoscopy Reports • Print patient/pathology labels • Review of relevant prior inpatient/ emergency documentation • Theatre/Cath Lab/ Day Procedure • Outpatient clinical documentation (progress notes/ consultation records) • Documentation of lines & devices • Photographs • Correspondence to External Providers (Dictated or typed) • Outpatient Case Conference Documentation • Patient billing (MBS) • Appointment Management • Referral Management • Waitlist Management • Generate Administrative Patient and GP letters • Triaging internal referrals • Referrals to Specialist Clinics • Referral to Plaster Technician • Request to Specialist Diagnostics • Patient Labels (outpatient)	• Consent Form (AD34) • Request for Elective Surgery (AD32) • Direct Access to Gastrointestinal Endosocopic Procedures (DAGE) • Referral to external services • Bolton Clarke referrals • Post Acute Care referrals	• GP referrals (external referrals) • Non Synapse and non Dorevitch results • Community Services Referrals (CAU) – with paper medication chart • Personal Care Summary for CAU • Scanned documents • External Correspondence • Specialty Diagnostic Results *All internal and external paper documentation will continue to be scanned into BOSSnet	• Enlighten – QMS • 3mModel – Dictation • RIS – Radiology • Dr notes – Interpreter Services • Bing – Patient Correspondence • Charge Pro – Billing Program • Openscape – Call Centre • PRODA – Medicare Check - https://proda.humanservices.gov.au/prodalogin/pages/public/login.jsf?TAM_OP=login&USER • TIS – Interpreter Service - https://tisonline.tisnational.gov.au • Healthdirect – Video Consultations – App on PC + Web link • Optus SMS – SMS Sending Service - https://sms.optus.com.au/login.php