

FEBRUARY 14, 2025

Ready to Book with a Specialist

CENTRAL INTAKE

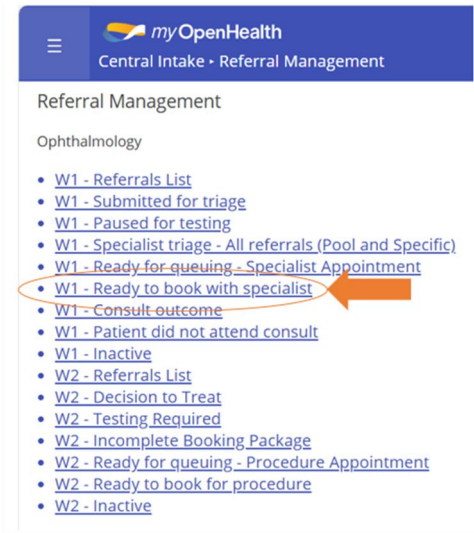


NL Health
Services

Book the Consult Appointment

Community Wide Scheduling (CWS), the scheduling team/person, or private office staff will inform the Central Intake office when a patient has been booked for their consult with the specialist. The Central Intake team will update the Central Intake solution with the details relate to the appointment.

1. Within the Central Intake solution, access **Referral Management**. Click **W1- Ready to book with specialist** link.



2. Locate the patient from the list displayed that is ready to be scheduled their appointment date with the specialist (i.e., ophthalmologist). **Click the link for the selected patient.**

myOpenHealth
Central Intake - Referral Management

W1 - Ready to book with specialist

Filters | Status: Ready to Schedule Consult Appt. Referral Count (Current Filter): 12

Triage Consult Zone x Problem(s) x Priority x

Clear Find

Referral Id	Referral Type	Patient Name / HCN	Patient Home Zone	Submitted Date	PCP/Referring Physician	Book With Specialist	Problem(s)	Functional Impact	Priority	Triage Consult Zone	Triage Consult Specialist	Status Date	Status	Wait Time
cl-0000294	Ophthalmology	WATKINS_CONFCL JERAMY (84987055936)	Eastern Urban	05-Dec-2024	c-pr-clinc-pcp.mh	Bramwell, Dr	<ul style="list-style-type: none"> • Leukocoria • Retina • Eyelids • Strabismus • Uveitis • Other 	Yes	P2	Eastern Urban	Bramwell, Dr	10-Dec-2024	Ready to Schedule Consult Appt.	28
cl-0000321	Ophthalmology	RAMBO, JOHN (-)	Eastern Rural	09-Sep-2024	Brown-Mahar, Tracey, Dr	Dang, Dr	• Glaucoma	No	P2	Eastern Rural	Dang, Harry, Dr	02-Jan-2025	Ready to Schedule Consult Appt.	115
cl-0000002	Ophthalmology Legacy	TEST, KIM (-)	Eastern Urban	18-Mar-2023			• Glaucoma		P2	Eastern Urban	Dang, Dr	10-Dec-2024	Ready to Schedule Consult Appt.	656
cl-0000003	Ophthalmology Legacy	SPARKES, DWIGHT (-)	Eastern Rural	14-Mar-2023			• Cornea • Cataract		P2	Eastern Urban	Dang, Harry, Dr	20-Dec-2024	Ready to Schedule Consult Appt.	659
cl-0000001	Ophthalmology Legacy	MULLINS, JESS, TPCHI (559581591935)	Eastern Urban	12-Mar-2023			• Retina		P2	Eastern Urban	Flynn, Alanna, Dr	20-Dec-2024	Ready to Schedule Consult Appt.	661
cl-0000010	Ophthalmology Legacy	POOH, WINNIE (649981140999)	Eastern Rural	14-Mar-2023			• Glaucoma • Cataract		P3	Eastern Urban	Bramwell, Dr	30-Dec-2024	Ready to Schedule Consult Appt.	640
cl-0000008	Ophthalmology Legacy	VALENCIA_CONFCL KISHA (839693219017)	Eastern Urban	12-Mar-2023			• Glaucoma		P3	Eastern Urban	Nofal, Nour, Dr	02-Jan-2025	Ready to Schedule Consult Appt.	647

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Back to Referral Management

3. Go to the **Consult Appointment** section of the referral.

The screenshot shows the 'Consult Appointment' form. At the top, there are two dropdown menus: 'Consult Specialist' with 'Central' selected and 'Specialist' which is currently empty. Below these is a 'Consult Appointment' field with a date picker icon and a calendar icon. At the bottom right, there are three buttons: 'Close' (grey), 'PDF' (blue), and 'Save' (blue). Below the form is a 'Workflow' section with five green buttons: 'Schedule Consult Appt.', 'Accept and Prioritize for Consult', 'Consult Appt. Not Required (W1-End)', 'Inactive (W1)', and 'Cancel Referral (End)'.

4. Select the following information to complete this section:

- a. [Required] **Specialist**
- b. [Required] **Consult Appointment Date**
- c. [Required] **Location** (this dropdown appears once a Consult Appointment Date is selected)
- d. Click **Save** (#2)

This screenshot is an annotated version of the 'Consult Appointment' form. It shows the form with the following data: 'Consult Specialist' is 'Eastern Urban', 'Specialist' is 'McEachren, Todd, Dr', 'Consult Appointment' is '19-Mar-2025', and 'Location' is 'EZ - Bense McEachren Cataract Centre'. The 'Save' button is highlighted with a red circle and labeled '2'. The 'Schedule Consult Appt.' button in the workflow section is highlighted with a red circle and labeled '3'. A red circle labeled '1' encompasses the 'Specialist' and 'Date' fields. A red arrow points from circle '1' to circle '2', and another red arrow points from circle '3' to circle '2'.

5. Click the **Schedule Consult Appt** button to update the workflow status for the referral. Enter any additional comments for the referral and click **Update Status**. Note that the status is changed and updated in the **Workflow History** section from **Ready to Schedule Consult Appt to Scheduled Consult Appt**.

