

CREATING E-VISITS IN PCS (OP Visits)

All E-visits need to be registered in PCS in order to capture a visit with the patient and to be able to attach any physician documentation (written or dictated notes) for patient care purposes.

Each physician office can book these visits into PCS just like each patient visit was booked for a face-to-face patient visit.

Below are the instructions on creating a Telephone Outpatient visit.

1. Decentralized Registration Tab



2. Choose Walk-in or Future visit from the either KGH or HDH registration tab



3. Enter CR number and select

4. Select (A) Add a New Visit:

The screenshot shows the PCS interface with patient information and a visit history table. The patient information includes location, name, address, and last edit time. The visit history table lists visit numbers and start dates. Below the table, there are three buttons: '(A) Add A New Visit', '(C) Copy', and '(E) Edit Registration'. The '(A) Add A New Visit' button is circled in red.

| Location | Name | Number |
|----------------|--|---------|
| Address | Test, Case | 0562179 |
| | PO BOX STREET CITY | |
| | Kingston, Lennox/Add County, ON CAN K7L 2... | |
| Last Edit Time | Thu, 14 Nov 19 1404 | |

| # | Visit Number | Start |
|----|--------------|---------|
| 1 | | 02Mar28 |
| 2 | | 15Aug20 |
| 3 | 1194038952 | 06Feb20 |
| 4 | 1192057615 | 29Jan20 |
| 5 | 1192057614 | 29Jan20 |
| 6 | | 29Jan20 |
| 7 | | 16Jan20 |
| 8 | 1194035166 | 09Jan20 |
| 9 | | 03Jan20 |
| 10 | | 02Jan20 |
| 11 | 1191049191 | 17Dec19 |
| 12 | 1197160635 | 17Dec19 |
| 13 | | 04Dec19 |
| 14 | 1197149721 | 30Nov19 |
| 15 | 1194029562 | 20Nov19 |
| 16 | | 09Nov19 |
| 17 | | 02Nov19 |
| 18 | | 01Nov19 |
| 19 | 1194026055 | 23Oct19 |
| 20 | 1194025452 | 18Oct19 |
| 21 | | 17Oct19 |
| 22 | | 02Oct19 |

Select visit or Choose option:

(A) Add A New Visit (C) Copy (E) Edit Registration

This screen will populate:

| Location | Name | Number | Cnt | Sex | Birthdate | Age | |
|-------------------------|-------------------------|---------|-----------------|-------------------------|------------------|-------|-------------------|
| | Test_Case | 0562179 | 85.. | M | 1 Jan 1980 | 40Y | |
| CPR OP Standard-KGH | | | | | | | |
| Visit Information | | | | | | | |
| 1 | Visit Number | 2 | Date/Time | 3 | Subtype | 4 | New/Repeat |
| 5 | Assigned to | | | | | | |
| 6 | Visit Location | 6 | | | | | Institution From |
| 7 | Referring Care Provider | 8 | | Attending Care Provider | 9 | | Other Provider(s) |
| | | 10 | Pager Number | 11 | Series Visit? | ** | Bed Control |
| | Reason For Visit | No | | | | | Outpatient |
| 3 | Diagnosis | 14 | Procedure | ** | Procedure Date | ***** | |
| 6 | | | | | | | Comment |
| Health Card Information | | | | | | | |
| | Health ID Number(s) | ** | HC Version Code | ** | HC Exp. Date | | |
| | | | XX | | Sat, 20 Sep 2014 | | |

Fill in the necessary fields:

- Enter visit date/time
- Select Outpatient Subtype:
 - KGH –video telemedicine
 - HDH – video telemedicine
 - KRCC – video telemedicine

| Outpatient Visit Types | | | |
|------------------------|-----------------------------|----|-------------------------|
| 1 | KGH-clinic | 25 | KRCC-telephone contact |
| 2 | KGH-community contact | 26 | KRCC-video telemedicine |
| 3 | KGH-counselling | | |
| 4 | KGH-diagnostic/therapeutic | | |
| 5 | KGH-family counselling | | |
| 6 | KGH-home visit | | |
| 7 | KGH-organ retrieval | | |
| 8 | KGH-research | | |
| 9 | KGH-telephone contact | | |
| 10 | KGH-video telemedicine | | |
| 11 | HDH-clinic | | |
| 12 | HDH-community contact | | |
| 13 | HDH-counselling | | |
| 14 | HDH-diagnostic/therapeutic | | |
| 15 | HDH-family counselling | | |
| 16 | HDH-home visit | | |
| 17 | HDH-research | | |
| 18 | HDH-telephone contact | | |
| 19 | HDH-video telemedicine | | |
| 20 | KRCC-clinic | | |
| 21 | KRCC-diagnostic/therapeutic | | |
| 22 | KRCC-family counselling | | |
| 23 | KRCC-historic | | |
| 24 | KRCC-research | | |

- New/Repeat patient
- Visit location:
 - Press F8 for a list of options
 - Scroll through to select appropriate location:
 - KGH/Cancer Centre – choose **KGH Telemedicine**
 - HDH – choose **HDH Telemedicine**
- Attending Care Provider – the physician that made the call
 - Type name or partial name with – (i.e. Appire-) and enter
 - Select appropriate name from list
- Enter through the remainder of the fields

5. Select 2 - 'Financial information/Patient Preferences'

| CPR OP Standard-KGH | | |
|---------------------|---|------------|
| # | CPR OP Standard-KGH Screen Options | |
| 1 | Visit Information | |
| 2 | Financial Information/Patient Preferences | incomplete |

6. Select 1 - 'WSIB Related?'

1 WSIB Related?

2 Insurance Provider ** Insurance Class
Ministry of Health

4 Comment

Patient Preferences

5 Chart Release? 6 Privacy Status ** OP Visit
Yes no restrictions Yes

- Select (Y) yes or (N) No
- Select 2 Insurance Provider
 - Choose option at bottom of screen (I) Insert
 - Select healthcare coverage (i.e. OHIP) for Ontario residence
- Enter
- Enter

7. Chart Release?

i.e. does patient want documents sent to Family Physician?

8. Enter and (A) Accept

9. Activate visit?

(Y) Yes (N)

10. Time of activation is the time the call was made

- Choose option
 - (A) Accept Visit Activation Time
 - (E) Continue Editing Activation Time)

11. Visit is activated and Visit Number generated.

12. Enter (after seeing the visit number)

13. Click 'Back' or 'F9'