# TELEPHONE CALL VISITS (OP Visits)

### 1. Decentralized Registration Tab

Decentralized Registration Appointment Scheduling Clinic Transcription Medicine (A-L) Medicine (M-Z)

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

Registration - Walk-in Registration - Future Visit KGH Registration Registration - Walk-in

Registration - Future Visit

#### 3. Enter CR number and select

4. Select (A) Add a New Visit:

<u>ocation</u>	Name Test Case	<u>Number</u> 0562179
Address P	O BOX STREET CITY	0002110
Ki	naston Lennox/Add County	ON CAN K7L 2
ast Edit Tir	ne Thu. 14 Nov 19 1404	
/isit History		
¥	Visit Number	Start
1		02Mar28
2		15Aug20
3	1194038952	06Feb20
4	1192057615	29Jan20
5	1192057614	29Jan20
5		29Jan20
7		16Jan20
в	1194035166	09Jan20
Э		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:

ocation <u>Name</u> Test,Case CPR OP Standard-KGH		<u>Number Cnt Sex</u> 0562179 85 м	<u>Birthdate</u> <u>Age</u> 1 Jan 1980 40Y
isit Information		_	
Visit Number 2 Date/Tim	е	3 Subtype	4 New/Repeat
assigned at			
Visit Location			
Referring Care Provider	8 Attending Ca	are Provider	9 Other Provider(s)
	10 Pager Numb	er 11 Series Vi	sit? ** 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:
  - Telephone visit select KGH, HDH or KRCC telephone contact
  - E-Visit select KGH, HDH or KRCC video telemedicine

Outpat	ient Visit Types		
1	KGH-clinic	5	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		
8	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		
	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:
    - Cancer Clinic
      - -for Palliative Doctors Cancer Centre of Southeastern Ontario
      - -for Radiation Doctors Cancer Centre Radiation
      - -for Surgical Doctors Cancer Centre Surgery
      - -for Systemic Doctors Cancer Centre Systemic
    - KGH/HDH Doctors where the clinic would be located
       'KGH 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 Stan	dard-KGH	
#	CPR OP Standard-KGH Screen Options	
1	Visit Information	
2	Financial Information/Patient Preferences	incomplete

# 6. Select 1 – 'WSIB Related?'

1 V	VSIB Related?		
2 In	nsurance Provider	**	Insurance Class
			Ministry of Fleatur
4 C	Comment	_	
Pati 5 🖸	ient Preferences	6 Privacy Status	** OP Visit
Y	és	no restrictions	Yes
- - -	<ul> <li>Select</li> <li>Select</li> <li>Insura</li> <li>Choose</li> <li>Select</li> <li>Enter</li> <li>Enter</li> </ul>	(Y) yes or (N) No ince Provider option at bottom of scr healthcare coverage (i.e	reen (I) Insert . OHIP) for Ontario reside
Cha	rt Release? i.e. does patier	it want documents sent	to Family Physician?
Ente	er and (A) Acce	pt	
Acti	vate 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.