



ED Referral Notes

This tip sheet describes the steps to document and then view ED Referral notes.

Create a telephone encounter to Write a Referral Note

If you do not have a current open encounter for the patient or if the patient is calling in and you are referring them, you can create a telephone encounter and the referral note can be documented in that encounter. The referral note can also be documented during an ambulatory visit encounter or other encounters depending on the patient context.

- Epic BIDMC BSHC INTERNAL ME Training Classroom 6 (ACE6) FINN-IM A Search activitie Patient Care Addendum Pinned Hospice > No pinned items Home Health Enter/Edit Results 5 Lab 5 & Immunizations Recent Patient Care > 📑 Media Manager No recent items Radiology > E Patient Lists d Schedule Billing ⊟ Imaging and Procedures HIM Home Schedulina Ar Encounter Reports Place Orders Tools 📋 <u>W</u>rite Note My Settings Send <u>L</u>etter My Toolbar Default Items Call Patient Help
- 1. Navigate to the Epic Button, Patient Care, and Call Patient.

- 2. Search for and select the patient.
- 3. Open the **Contacts** section.
- 4. Click **+**Incoming Call, **+**Outgoing Call, or **+**Other.
- 5. Update the Reason for Call and any additional comments.

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Unset date:	5/30/2024		
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- 6. Navigate to More activities > More Clinical Tools > ED Referral Note.
- 7. Document the note, sign the note and the encounter when completed.

Write the Referral Note – BILH Providers

- Referring Provider can access the ED Referral Note under More activities > More Clinical Tools > ED Referral Note.
 Click on the pushpin icon next to the activity if you would like to save it to the activities at top of the chart.
 Or, CTRL + Space to search for ED Referral Note
- 2. Document your note and sign when completed.



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More Activities		*
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Order Review		🖻 ED Referral Note 🛛 🖡
Patient Labels		Hearing Vision
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Pedigree		Orders for Hospital
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Review Flowsheets		ᄚ Prep for Procedure
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Synopsis	_	Time-Out
More Clinical Tools		Write H&P

Order Referral via Link – External Providers

- 1. Under Order Entry, order Outside Provider Referral to ED.
- 2. In the scheduling instructions field, address any wildcards (***) and provide relevant info for the ED provider.
- 3. Sign the order.

	[‡] Order Entry	SnapShot	Chart Review	Care	e Everywhere	Results Review	Flowsheets	Allergies	Problem	ı List	
TM	★ Order Entry Edit Order										
		Outside Provider Referral to ED									
Ted Mychart Validate Male (1), 68 y.o., 11/29/1955		Sc	Priority	/: Rou	tine [6]	✓ Rou is that must be resolved of	tine Urgent	formation)			
Needs Interpreter: English	Emergency Department Call-in								<u>*</u>		
Search Chart				04/1	1/24 1:37 PM						
Infection: MRSA Diana Maria Rodriguez,				Patie Perso	nt Name: Theodo in Calling In: Or	ore Mychart Validate rders Linkmd					
PCP - General				Brief	clinical summary:	***					
Allergies: Amoxicillin (Bulk), Mushroom Combination No.1				After	evaluation, pleas	e if admitted: *** e contact: ***			-		
Tamiflu [Oseltamivir], 3 more			Dx association	יי וו	Gout				M10.9		
Active Therapy Plans					History of gene	ral anesthesia			Z98.89	D	
ACCESS ENDS					Open fracture o	of nasal bones			S02.2X	XB	
9/1/2024					Pash due te allergy					~^	
					Sensis with acute organ dysfunction (HCC)					·/···	
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ED Staff

When the patient arrived in the ED, an icon will display in the ED Referral column on the ED Track Board if an ED Referral note or ED Referral order has been signed in the last 72 hours.



View ED Referral Note/Order

A banner will display on the ED workup tab with a button to view the referral info.

Triage Workup Reports Handoff My Note Orders Dispo	Attestation Another (34 y PCP: None Female, 34 y.o., 4/10/1990 MRN: 6517364 CC: Abdominal Pain
① ED Referral Info	View Referral Info
ED Referral Note/Order for Another,Attesta Another, Attestation #6517364 (Acct:2100003073) (3 ED Referral Notes ED Referral Notes ED Referral Note by Attending Physician Emergency. MD at 5/16/2024 1:37 PM	tion 4 y.o. F) PCP: None
Author: Attending Physician Emergency, MD Filed: 5/16/2024 1:38 PM Editor: Attending Physician Emergency, MD (Physician Date of Service: 5/16/2024 1:37 PM Editor: Attending Physician Emergency, MD (Physician) Emergency Department Call-in 05/16/24 1:37 PM Patient Name: Attestation Another Person Calling In: Attending Physician Emergency, MD Patient told to go to ED for x y z Electronically signed by Attending Physician Emergency, MD on 5/16/2024 1:38 PM	Author Type: Physician Status: Signed

The Referral notes/orders are also viewable in the Notes or Other Orders tabs in **Chart Review**.

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Chart Review										
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Male (1), 68 y.o., 11/29/1955										
MRN: 6509808 Needs Interpreter: English	1650908									
Code: Prior	Code Prior									
SDM: Pending O Medications and orders also exist in active treatment plans: General Infusion Therapy Plan										
PDMP Needs Review	A Rese	a Date	Description	Status	Auth F	C # + = =				
(Confirmed Infection	Becent									
Resolved) 3/19/2024		0.444/0004				Order History	Action Takon	Usor		
Isolation: None		04/11/2024	Cutside Provider Referral to ED	Active	David	04/11/24 1339	Sign	Orders Linkmd		
No assigned Attending		03/19/2024	Follow Up In Primary Care	Active - Future	Diana	Order Details				
PCP: Diana Maria Rodriguez, MD / OTHER	<u> </u>	03/19/2024	Follow Up In Gastroenterology	Active - Future	Diana	Frequency	Duratio	n	Priority	
Allergies: Amovicillin (Rulk)		03/13/2024	Ambulatory Referral to Gastroenterology	Active - Future	Xue-J	None	None		Routine	
Mushroom Combination	<u> </u>	03/13/2024	Ambulatory Referral to ENT	Active - Future	Xue-J	Quantity Ordering Quantity				
No.1, Tamiflu [Oseltamivir], 3 more	.	03/07/2024	Ambulatory Referral to Primary Care	Active - Future	Dr. Ph					
Active Therapy Plans	.	03/05/2024	Ambulatory Referral to Cardiology	Active - Future	David					
CHIEF COMPLAINT		03/05/2024	Ambulatory Referral to Primary Care	Active - Future	Dr. Ph	Scheduling Instructions Emergency Department Call-in				
No chief complaint on file Problem List: None	, R	03/01/2024	CBC and Differential	Active - Future	Guy T					
Actual Weight:		01/16/2024	Ambulatory Referral to General Surgery	Active - Future	Diana	04/11/24 1:37 PM				
DECITITS	×	10/24/2023	Ambulatory referral to Cardiothoracic Surgery	Active - Future	Attenc	Patient Name: Theodore Mychart Validate				
No results	R	10/24/2023	Ambulatory Referral to Orthopedic Surgery	Active - Future	Noah	Person Calling	j in: Orders Linkm	a		
MED STATUS	R	10/24/2023	Ambulatory Referral to Orthopedic Surgery	Active - Future	Noah	Brief clinical	summary: comment	1		
None	R	10/24/2023	Ambulatory referral to Family Practice	Active - Future	Noah	Recommended se	rvice if admitted	i: comment		
ED COURSE						After evaluati	on, please contac	tt: comment		