

OVERVIEW

This Guide has been created for users of the MEDILOGIK EMS™ software who are required to add an unscheduled or emergency procedure. Out with the typical scheduling module, episodes may need to be added to allow the Endoscopist to record their findings, for example, if a patient from the ward needs scoped following a recent procedure.

DEFINITION

Unscheduled Referral—This type of referral enables the user to select the appointment type, procedure date and actual time from the computer's system clock.

Emergency Referral—This will automatically populate the appointment type, procedure date and procedure time from the computer's system clock.

ADDING AN UNSCHEDULED / EMERGENCY PROCEDURE

Search for the patient:

1. Log in to EMS.
2. Enter the patient's hospital number into the search box. Click **[Search]**.
3. Select the correct patient by clicking on the background of the record where their demographic details appear.



CREATE THE REFERRAL

1. Click the required referral type **[Unscheduled Referral]** or **[Emergency Referral]**, this will create the referral screen for the patient.
2. Enter the known details for the referral by adding the responses to any mandatory values shown in the screen.
3. Click **[Complete]** you can then return to the home screen or continue searching for other patients and adding referrals.



Referral Details

Patient Category	NHS
Patient Management ⓘ	Outpatient
Appointment Type ⓘ	
Source of Referral ⓘ	
Referral Date ⓘ	04-Dec-2015 15
Procedure Date/Time ⓘ	<dd-MMM-yyyy> 15
Procedures ⓘ	
Procedure Room ⓘ	Belford Hospital - Rm 1
Endoscopist ⓘ	
Referring GP ⓘ	Type to search by name or code... New GP