

# QUICKSTART

A series of helpful guides provided by the Information Technology Department

## Long Term EEG Monitoring Request

#### Request

- Open patient chart. Click Add from the Orders tab.
- Click Neurology Common Tests.



Orders

• Select Long Term EEG Monitoring Request.

 The Long Term EEG Monitoring Request form appears.

- Complete the form.
- To sign the form, click the green tick.



• Sign the order.

≖ Details for Long Term EEG Monitoring Request							
Details Grder Comments							
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Requested Start Date/Time: 27/10/2015 1354							
0 Missing Required Details	Sign						

• The request will appear in the patient's task list as Long Term EEG Monitoring Triage.

I	Taskı	retr	ieval completed					
I			Task Description	Task Status	Scheduled Date and Time	Completed Date and Time	Charted By	I
I			Neurophysiology Video EEG Monitoring Triage	Pending	27/10/2015 13:54			1
U.			Neurophysiology Video EEG Monitoring Triage	Pending	27/10/2015 14:01			
-								_

Add

Neurophysiology Clinical Request

Lona Term EEG Monitorina Request

#### **Accepting the Request**

- From the patient's task list, double-click on Long Term EEG Monitoring Triage.
- The form appears.
- Complete the form.
- To sign the form, click on the green tick.

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*Performed on: 2	7/10/2015 🕂 💌 1403 🕂								
Neurophysiology 1		age	Last Updated: Feb 2015						
	MRN: 0900002 DUMMY, Th Home Ph: 98450000 Address: 100 Hospital Road WESTME	ree Sex: F Age: 2 Years Mobile: 0415457845 FAD NSW 2145	DOB: 01/01/2013 Language: English	Interpreter: No					
	Referral Information								
	Last documented Neurophysiology Video EEG Monitoring Request								
	Neurophysiology Video EEG Monitoring Request Entered On: 27/10/2015 14:01 Performed On: 27/10/2015 13:54 by Flunt, Larissa								
	Long Term FEG Monitoring Request Current Inpatient? : Yes Requesting Doctor : test Number of Nykin Requested : 1 Days Clinical Indication : test								
	Referral Accepted	O Yes O No							
	Consultant Clinic	C P Procopis C D Gill C R Webster C C Troedson C S Gupta C J Antony	O Other:						
	Appointment Type	O New Appointment O F/U Appointment							
	Comments	ni							
	Provisional Date/Time								

• The form will be in the Neurophysiology request list.

### **Viewing and Completing**

- Open the Scheduling Appointment Book.
- Click Request List Inquiry.
- Under Inquiry, select Queue-All Fields-CHW.
- Under Request List Queues, select Neurophysiology Request List.
- Click Find.



- The appointment requests appear.
- Right-click on the patient, select Complete Request.

Action	MRN	∠ Person Name	DOB	Sex	Priority Score	Earliest Date	Latest Date	BMT Date	Phone	Mobile Phone	Appointment Type
Book	900002	DUMMY, Three	01/01/2013	F		26/10/2015 - 00:00	25/10/2016 - 23:59		98450000	0415457845	Neurophysiology Inpatient EEG New
Book	900002	DUMMY, Three	01/01/2013	F		-00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00 - 00.00	-07/10/2010 -22.50		98450000	0415457845	Neurophysiology Video Telemetry New
						Verify Med Nec C Lock Unlock Add New A Complete I Modify Red Move Red Cancel Red	Appointment Request quest quest				