

A series of helpful guides provided by the Information Technology Department

Care Type Change Request – Organ Procurement

A Care Type Change Request Order should be placed in PowerChart by the AMO in charge after the patient is deceased while the patient is still an inpatient.

The **Care Type Change Request Date/Time** needs to be the same as the **Date/Time of Death** of patient. The patient does not get discharged until after the organ procurement procedure is complete. This is performed by an Admin Supervisor who will action the **Care Type Change Request** as well as the final discharge.

Correct assignment of care type for admitted patient episodes is required to ensure that each episode is classified appropriately for Activity Based Funding (ABF). This will determine how the episode is reported, weighted, costed and funded.

Ordering a Care Type Change Request for Organ Procurement

In PowerChart:

- Open the patient who requires their Care Type to be changed to Organ Procurement.
- · From patient's chart main menu click on Orders and then Add+



- Within the Search screen type "care" and then click on Care Type Change Request
- Click Done to close the ordering search screen

P TEST, Wade - Add Order				
Sydney Children' MRN:1082 TEST, Wade ** Allergies Not	Age:9 years DOB:14/10/2010 Gender:Male	No Non-Clini ** No Dosing AdHoc Subsc	ical Location:C3S - A J W Adm:26/07/2019 :rib	dolescent SCH; 0 14:06 Dis: <no< th=""></no<>
Search: Carel	Type: 👘 Inpaties	nt/Ambulatory	•	
🖻 🖆 👷 🕶 🗎 💐 Fol	der:	Search within:	All	 Filtered Ord
Care Type Change Request FLO Sinus Care Starter pack cholestyramine 5% paste 1 applicatii sodium bicarbonate 1% (Sodibic) cyclizine 0.5 mg/kg, Oral, TDS, Antie cyclizine 0.5 mg/kg, IV Intermittent II	on, Topical, TDS, Sto mouthwash 10 mL, metic, Restricted to nfusion, TDS, Antien	mal rash, ileost Oral Applicatic Oncology and l netic, Restricted	tomy care on, QID, mouth care Palliative care d to Oncology and Palliati	ve care
•	III			÷.
		1	TEST, Wade - 108233	16 Done

This document was last reviewed on 4 November 2019. © The Sydney Children's Hospitals Network.



A series of helpful guides provided by the Information Technology Department

- Complete the mandatory fields within the care type request order.
- Select Organ Procurement from the Care Type drop down menu
- Care Type Change Date/Time field needs to match the Date/Time of Death
- Complete Carer/Family Informed Date field
- Click on Sign to complete the request

*Care Type: Rehabilitation *Care Type Change Date/Time: 04/11/2019 *Care Type Change Date/Time: 04/11/2019 * * *	
*Care Type: Rehabilitation *Care Type Change Date/Time: 04/11/2019	
*Carer/Family Informed Date: */*/*** 🖉 🔹 New AMO:	i
Rehab Impairment Code:	

Once this order is signed, the clinician will need to advise the administration officer on the ward to contact the Admin Supervisor to action the Care Type Change Request.

Completing a Care Type Change Request in PM

This change request needs to be actioned from the Care Type Change Request Worklist in PM by an administration officer with supervisory access.

- From the AppBar open Access Management Office (PM)
- Click on the Worklist band
- Double click on Care Type Change Request



- Select the required facility
- Click OK



A series of helpful guides provided by the Information Technology Department

7 Filters: Care Type Change Requests 📃 💷 💌
Select Facility CHW Sydney Children's Hospital
OK Cancel

- Care Type Change Requests will appear on the right hand side
- Right click on the correct patient care type change request
- Select Supervisor Modify Encounter and note down the Request Change Date/Time which is the Date/Time of Death

🖴 🚯 🗱 🔞 🔞 😒 🔂 🖉 ks Of 17:02									
×	2 Results								
င္မ	MBN	Name	Current Care Type Requested Care Type		Requested Change Date/Tim				
	02101111	C2N, Patient01		Organ Procurement	04-Nov-19 16:43:00				
ype Change Requests	10823316	TEST, Wade	Supervisor N Encounter Si Refresh Change filte Export to File Cancel	In de directes fodify Encounter ummary rs	04-Nov-1917:01:00				
	Care Type Change Requests	As Of 2 Results Care MRN 02101111 10823316 Change Requests	As Of 17:02 2 Results Or 02101111 02101111 <th>As Of 17:02 Croups Results O2101111 C2N, Patient01 10823316 TEST, Wade Refresh Change filte Export to File Cancel</th> <th> Source Conception Source Conception</th>	As Of 17:02 Croups Results O2101111 C2N, Patient01 10823316 TEST, Wade Refresh Change filte Export to File Cancel	 Source Conception Source Conception				

- A Supervisor Modify Encounter window opens
- Click on **Admission** tab
- Change Care Type to Organ Procurement from the drop down menu
- Enter the **Transaction Date and time** as the time noted in previous screenshot i.e. **Date / Time of Death**
- Enter Transaction Reason as Organ Procurement
- Click OK to process Care Type Change Request



A series of helpful guides provided by the Information Technology Department

Supervisor Modify Encounter	
PM Painer Rag Facility Encounter Type Upgercy of Admission Year Verian	
MRN: MRN Allocation Source: Medicare Flag: Medicare Number: Medicare Supplies: Not Known/Not Stated Reson: Not Known/Not Known	
Concession Card Type: Concession Card Number: NDIS Participant: NDIS Participa	
Title Family Name: Frint Name: Preferred Family Name: Preferred Family Name: Preferred Family Name: MSTR TEST Wade Preferred Family Name: Preferred Family	
Tendemain Addess Storet Addess: Suburb/Town: Storet Potcode: Country: QAS Addess: Addess: Heip 3 Terkerden Road BDTANY NSW 2019 Australia	
Patient's Own Defails: Home Phone Number: Mable Phone Number: Eurises Phone Number: Fax Number: Email Address: Email Address: No • [] - 0404 404 404 [] - - [] - - []	
Last Transaction Date Last Transaction Time Transaction Date Transaction Resource Perconnel (D. 28/07/2019 2 17.01 Digan Placowneed PHADMIN11	
Demographic Admission Financial Next of Kin Alternate Contact Caset Information Agency Oversest/Pension Detait Doctor Information Alterts Compensable Det	
Admission Date: Admission Take: Admission Take: Admiss	
Headon to Admission HEARING ISSUE	<u>^</u>
Provisional DBS: IPC: Hosp Disch <-7 Days: Read-alted in 28 Days: Colaborative Care Sudur. Colaborative Care Sudur. Intended Length of Stay: Planned Length of Stay: Expected Discharge Date: ACC Issue Date:	
Building. Ward/Unit: Room: Bed Bed/ Unit Type: Financial Program.	
Mental Health Status Mental Health Redema Source: Mental Health Service Unit Exclude from Haloral eHR: Luing Amargament	
	OK Cancel

• The Current Care Type column will now be populated as the Organ Procurement care type in PM

😼 Access Management Office									
<u>T</u> ask <u>V</u> iew <u>G</u> roups <u>H</u> elp									
🖴 🕼 😹 🔟 😥 😒 🛅 🕫 🎯 40 As Of 17:09 🖉 Groups 👻 N? Help									
🎭 🗈 🚑 🖻									
Conversation	×	2 Results							
Bedboard	Ca	MBN	Name	Current Care Type	Requested Care Type	Requested Change Date/Time	Current AMO	Requested AMO	
Worklist	<u>-</u>	02101111	C2N, Patient01		Organ Procurement	04-Nov-19 16:43:00	Kulkarni, Vinay (Medical Specialist)		
Accommodation Mismatch	Уþе	10823316	TEST, Wade	Organ Procurement	Rehabilitation	04-Nov-19 17:01:00	Currie, Bruce (Medical Specialist)		
All Ward	Q		L.						
🕅 Available Beds	lan								
🗃 Birthday List	де Г								
🝸 Care Type Change Requests	eq.								
💆 Diet Worklist	ues								
Fundational Administration of her Victorial									

Discharging a patient after the Posthumous Organ Procurement procedure is complete

Once the procedure is complete the Admin Supervisor will need to use a Supervisor Discharge conversation in PM to discharge the patient.

The Discharge Date/Time MUST be 1 minute after the Care Type Change Request Date/Time (which is the Date / Time of Death).

• From the **Conversation** band in PM double click on **Supervisor Discharge**



A series of helpful guides provided by the Information Technology Department



- Search Patient window will appear
- Enter the MRN of the patient then highlight the encounter and click **OK**

<u> </u>														
MRN:	Deceased	Family Name, First Name	MBN	Sex	Date of	Birth Ag	е	Medicare	Address		Suburb	Post Code		
10823316	🗭 No	TEST, Wade	10823316	Male	14/10/2	2010 91	'ears	99999999999	3 Tenterd	en Road	BOTANY	2019		
Family Name, First Name:				_		-								
Data of Pitth:														
Sev.														
	-													
Medicare:														
FIN Nbr:														
Visit Id:														
	Patient Aler	t Client	MBN	Visi	tld	Enc Type	e Fi	inancial Class		Admittin	g Doctor		Med Service	Admit Date
Search Reset	.	Sydney Children's Hospi	al 108233	16 037	97509	Inpatient	М	ledicare - Day Only	y Band 1A	Currie, B	- Iruce (Medi	cal Specialist)	Surgery	26/07/2019 14:06
	-													
	4													
														,
											(эк	Cancel	Preview

• Supervisor Discharge window appears



A series of helpful guides provided by the Information Technology Department

- Enter the **Discharge Date/Time** as <u>1 minute</u> after the Date/Time of Death i.e. Change Type Request Date/Time
- Select **Discharge Status** reason from the drop down menu i.e. **Died with no Autopsy Performed / Died with Autopsy Performed**

🚔 Supervisor Discharge			
Facility: Sydney Children's Hospital	Encounter Type:	MRN: 10823316	Medicare Number: 99999999999
Full Name: TEST, Wade	Date of Birth: 14/10/2010	Age: 9Y	Sex: Male
Doctor Information	Admitting Doctor: Currie, Bruce (Medical Spec)	Attending Doctor: Currie, Bruce (Medical Spec)	Specialty: Surgery
Location Building: Sydney Children's Hospital	Ward/Unit: C3S - Adolescent SCH	Room: 01	Bed: 04
Discharge Information Discharge Date: 04/11/2019	Discharge Time:	Discharge Status:	Referred to on Discharge:
Deceased Information Deceased Date:	Deceased Time:	Admitted: To Ward/Inpt/Non Critic Admitted: To Ward/Inpt/Non Critic Admitted: Via Operating Suite Dead on Arrival Departed: Did not wait Departed: Left at own risk Departed: Left at own risk Departed: Treatment completed Departed: Treatment completed Departed: To the sp without adr Died in ED Died with Autoper Parformed	oc
Ready View Admission View Emergency View OPD Check In View Person		Died wilh no Autopsy Performed Discharge at Own Trist Discharge By Hospital Discharge whilst on leave Home with Home Health Care Procedure Not Performed Registered in Error Trans to Palliative Care Unit/Hosp Transfer to Other Accommodation Transfer to Other Hospital Transfer to Public Psychiatric Hospital	ice
Thew Waltlist Booking Waitlist Booking Waitlist Booking Conversion Data B	intry		

- A Discharge Status confirmation window opens
- Click **Yes** to change the status to deceased



- A second confirmation Discharge Status window opens
- Click OK



• Supervisor Discharge conversation window opens

This document was last reviewed on 4 November 2019. © The Sydney Children's Hospitals Network.



A series of helpful guides provided by the Information Technology Department

- Under the Deceased Information the Deceased Date/Time will now be populated
- Click **OK** to save the information

🚔 Supervisor Discharge				
Facility: Encounter Sydney Children's Hospital	Type: MRN: t 10823316	Medicare Number: 99999999999	Medicare Expiry Date:]
Full Name: Date of Birt TEST, Wade 14/10/20 Destack (counting	th: Age: 010 V V 9Y	Sex: Male		
Referring Doctor: Admitting D	Doctor: Attending Doctor: Ice (Medical Spec) Currie, Bruce (Medic	Specialty: al Spec		
Location Building: Ward/Unit Sydney Children's Hospital C3S - Ad	Room: Iolescent SCH 01	Bed: 04		
Discharge Information Discharge Date: 04/11/2019 Discharge 17:02	Time: Discharge Status:	Referred to on Discharge: Not Referred	Referred to Facility:	Reason for Hospital Transfer:
Deceased Information Deceased Date: Deceased Deceased Deceased Tr:02	Time:			
				OK Cancel
Ready			TRAIN PM	ADMIN11 04/11/2019 17:28

• Go back to the Care Type Change Request Worklist and the patient will drop off the list.

