

Recording and auditing emergency referrals to GICU

Ask an experienced Cerner User (e.g. Jonathan Ball) to add you to the **GICU referrals** patient list

As soon as practical after having received a referral:

login to Cerner

goto the **GICU referrals** patient list

click on the **Add Patient** button [outlined in **RED** in the screenshot below]



enter the **MRN** or alternative details to find the patient then press **OK**

double click on the patient's row in the list to open their Cerner record

goto **Documentation** and **Add**

***Type** should be **General Clinical Note**

Search in the **Pre-configured** tab using the term **gi**

double click on **GICU referral**

complete the form, **Sign/Submit**

PLEASE complete a form for every visit / review

IF you make an entry in the handwritten medical notes and want to attach a scanned copy to the audit form:

use the Adobe Acrobat application on your smart phone (or alternative)

scan the page(s)

upload a .pdf of the scan to a cloud drive OR email it to yourself

copy the file to your K drive

DELETE the versions on your phone / cloud drive / email

open the document in the patient's Cerner **Documentation** record that you wish to add the scan.pdf file to

press the **Attachment** button [outlined in **RED** in the screenshot below]



press the **Browse** button, which opens a pop-up window, then click on **Computer**

another pop-up window opens, select **Permit all access** from the list of options (the window closes)

scroll down until you see your K: drive, double click on it to select it and your K: drive folders should appear

navigate to the location of the uploaded scan.pdf file, double click to select it (the window closes)

scan.pdf should now appear in the **Choose a file to attach:** box, press the **Attach** button, then the **OK** button

Sign/Submit