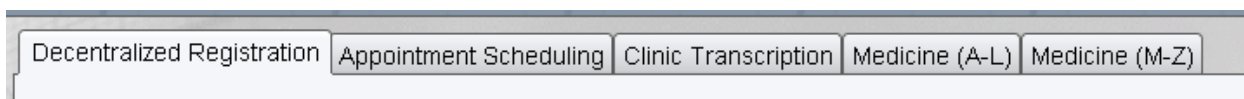
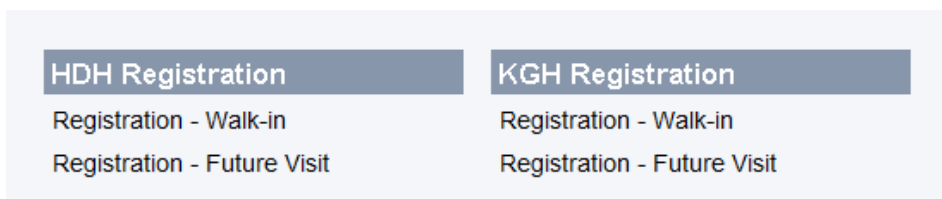


## TELEPHONE CALL VISITS (OP Visits)

### 1. Decentralized Registration Tab

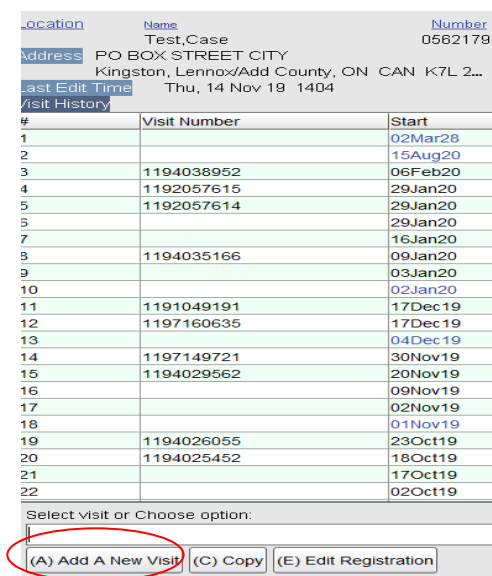


### 2. Choose Walk-in or Future visit from the either KGH or HDH registration tab

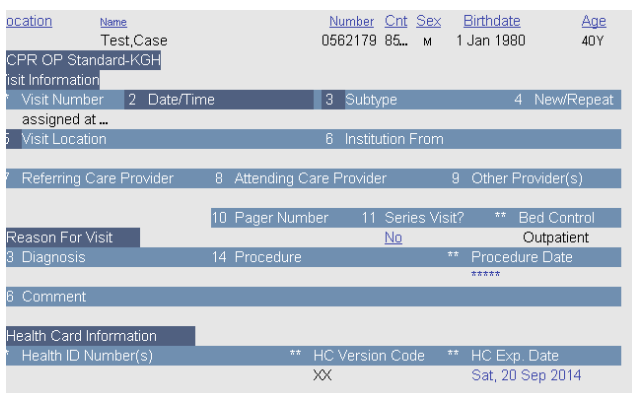


### 3. Enter CR number and select

### 4. Select (A) Add a New Visit:



This screen will populate:



Fill in the necessary fields:

- Enter visit date/time
- Select Outpatient Subtype:
  - Telephone visit – select KGH, HDH or KRCC – telephone contact
  - E-Visit – select KGH, HDH or KRCC video telemedicine

Outpatient Visit Types	
1	KGH-clinic
2	KGH-community contact
3	KGH-counselling
4	KGH-diagnostic/therapeutic
5	KGH-family counselling
6	KGH-home visit
7	KGH-organ retrieval
8	KGH-research
9	KGH-telephone contact
10	KGH-video telemedicine
11	HDH-clinic
12	HDH-community contact
13	HDH-counselling
14	HDH-diagnostic/therapeutic
15	HDH-family counselling
16	HDH-home visit
17	HDH-research
18	HDH-telephone contact
19	HDH-video telemedicine
20	KRCC-clinic
21	KRCC-diagnostic/therapeutic
22	KRCC-family counselling
23	KRCC-historic
24	KRCC-research
25	KRCC-telephone contact
26	KRCC-video telemedicine

- New/Repeat patient
- Visit location:
  - Press F8 for a list of options
  - Scroll through to select appropriate location:
    - Cancer Clinic
      - for Palliative Doctors - Cancer Centre of Southeastern Ontario
      - for Radiation Doctors - Cancer Centre Radiation
      - for Surgical Doctors - Cancer Centre Surgery
      - for Systemic Doctors - Cancer Centre Systemic
    - KGH/HDH Doctors - where the clinic would be located
      - **‘KGH Telemedicine’**
- Attending Care Provider – the physician that made the call
  - Type name or partial name with – (i.e. Appire-) and enter
  - Select appropriate name from list
- Enter through the remainder of the fields

5. Select 2 - ‘Financial information/Patient Preferences’

CPR OP Standard-KGH		
#	CPR OP Standard-KGH Screen Options	
1	Visit Information	
2	Financial Information/Patient Preferences	incomplete

6. Select 1 – ‘WSIB Related?’

The screenshot shows a form with the following fields and values:

1	WSIB Related?	
2	Insurance Provider	** Insurance Class Ministry of Health
4	Comment	
Patient Preferences		
5	Chart Release?	6 Privacy Status ** OP Visit
	Yes	no restrictions Yes

- Select (Y) yes or (N) No
- Select 2 Insurance Provider
  - Choose option at bottom of screen (I) Insert
  - Select healthcare coverage (i.e. OHIP) for Ontario residence
- Enter
- Enter

7. Chart Release?

i.e. does patient want documents sent to Family Physician?

8. Enter and (A) Accept

9. Activate visit?

(Y) Yes (N)

10. Time of activation is the time the call was made

- Choose option
  - (A) Accept Visit Activation Time
  - (E) Continue Editing Activation Time)

11. Visit is activated and Visit Number generated.