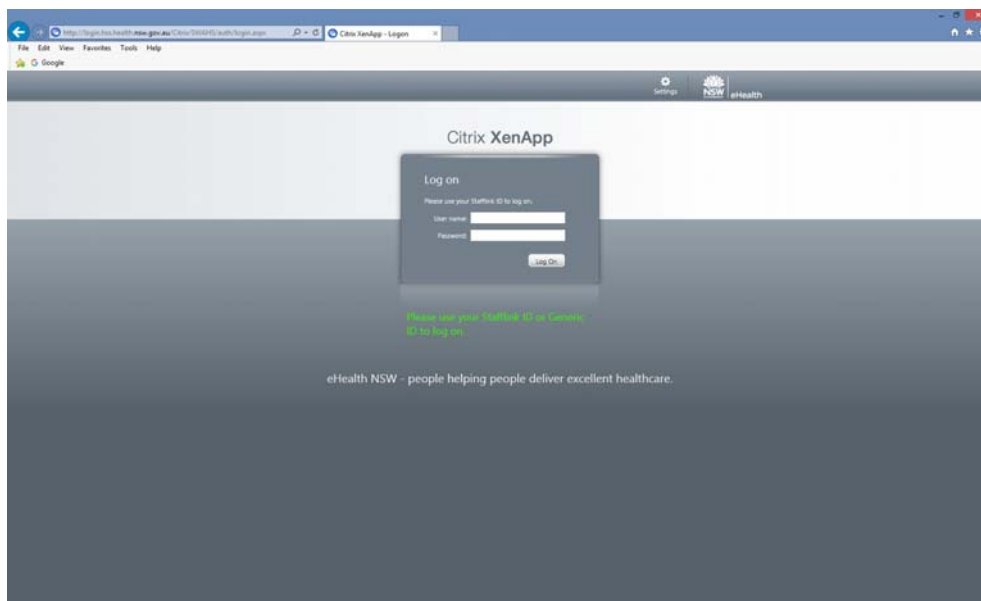


How to access Silver Chain Palliative Care Referral Form in Cerner eMR

A. Log in to Cerner PowerChart

1. Open URL link: <http://login.hss.health.nsw.gov.au/Citrix/SWAHS/auth/login.aspx>



2. Log in use your Stafflink ID and password
3. Click on



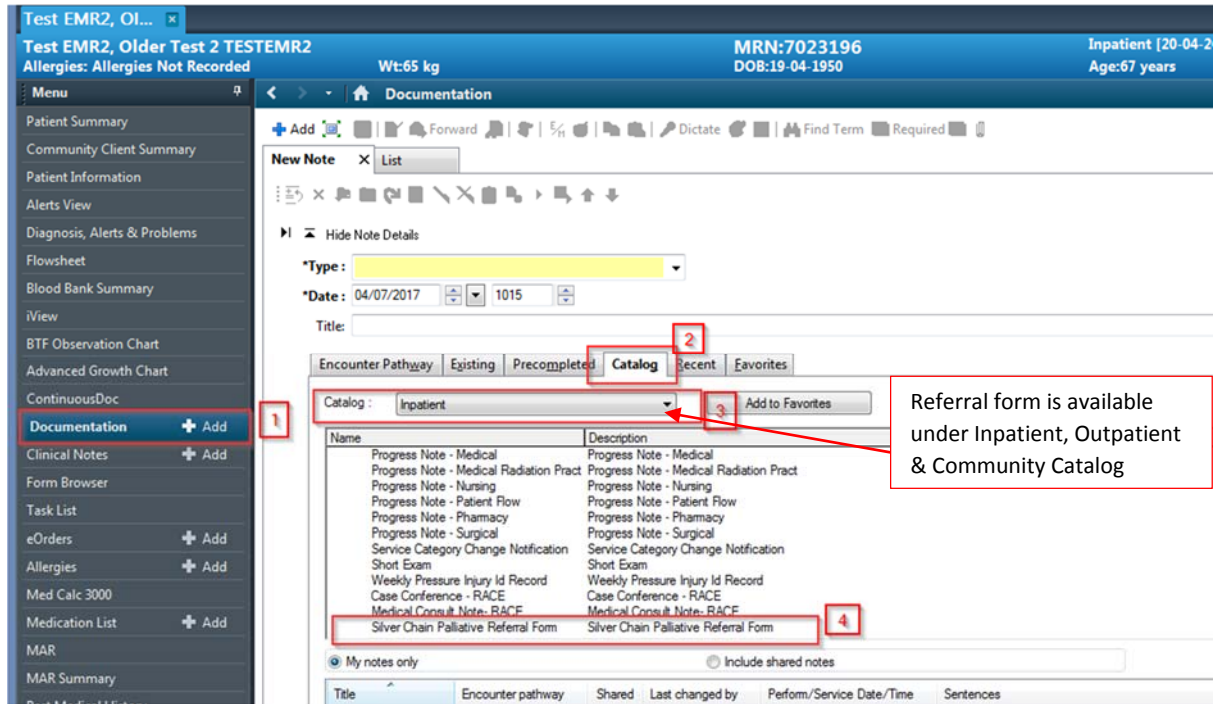
SWPRD Powerchart

4. Log in use your Cerner PowerChart username and password



B. How to find Silver Chain Palliative Referral Form in eMR

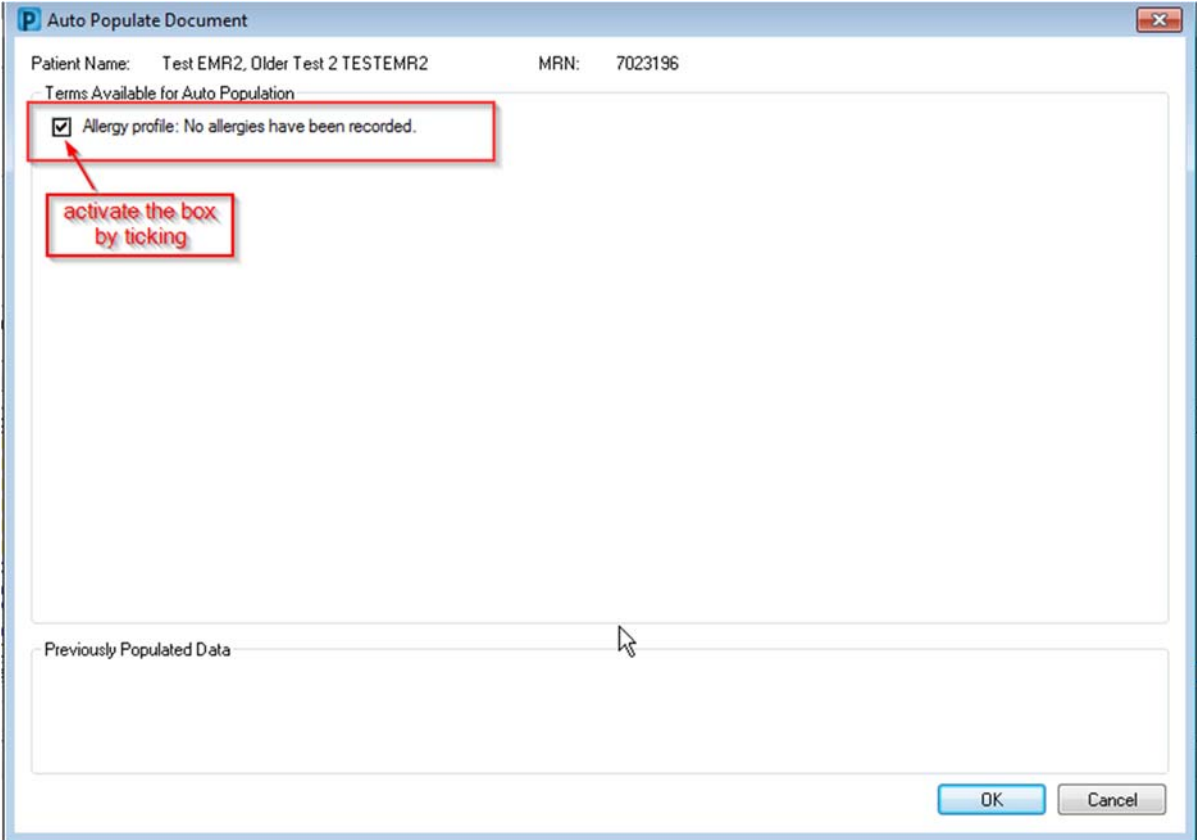
1. Once in patient record, click Documentation → Add



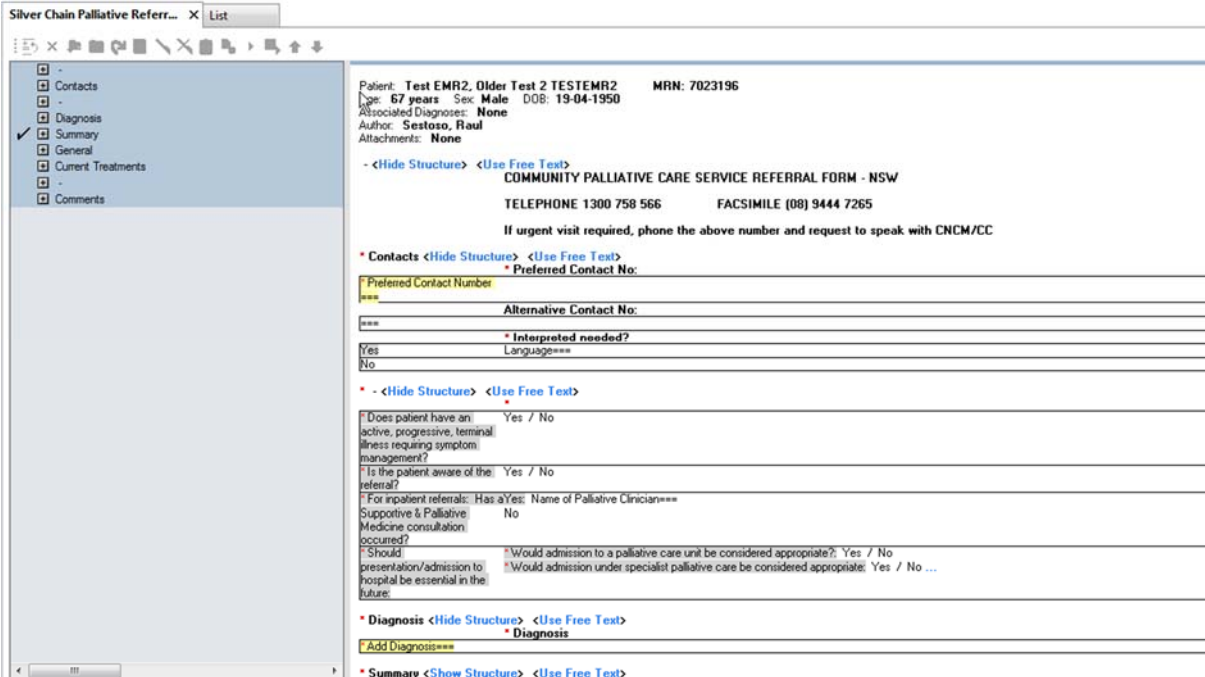
The screenshot shows the eMR interface for a patient record. The left sidebar contains a 'Menu' with 'Documentation' highlighted and a red box labeled '1'. The main area shows the 'Documentation' section with a 'New Note' button and a 'List' button. The 'Catalog' tab is selected, and the 'Catalog' dropdown is set to 'Inpatient', both highlighted with red boxes and callouts '2' and '3'. The 'Silver Chain Palliative Referral Form' is listed in the catalog and highlighted with a red box and callout '4'. A text box on the right states: 'Referral form is available under Inpatient, Outpatient & Community Catalog'.

2. Select “Catalog” → select from the catalog list category (Inpatient, Outpatient & Community) the Silver Chain Palliative Referral Form is available

C. How to Complete Silver Chain Palliative Referral Form in eMR



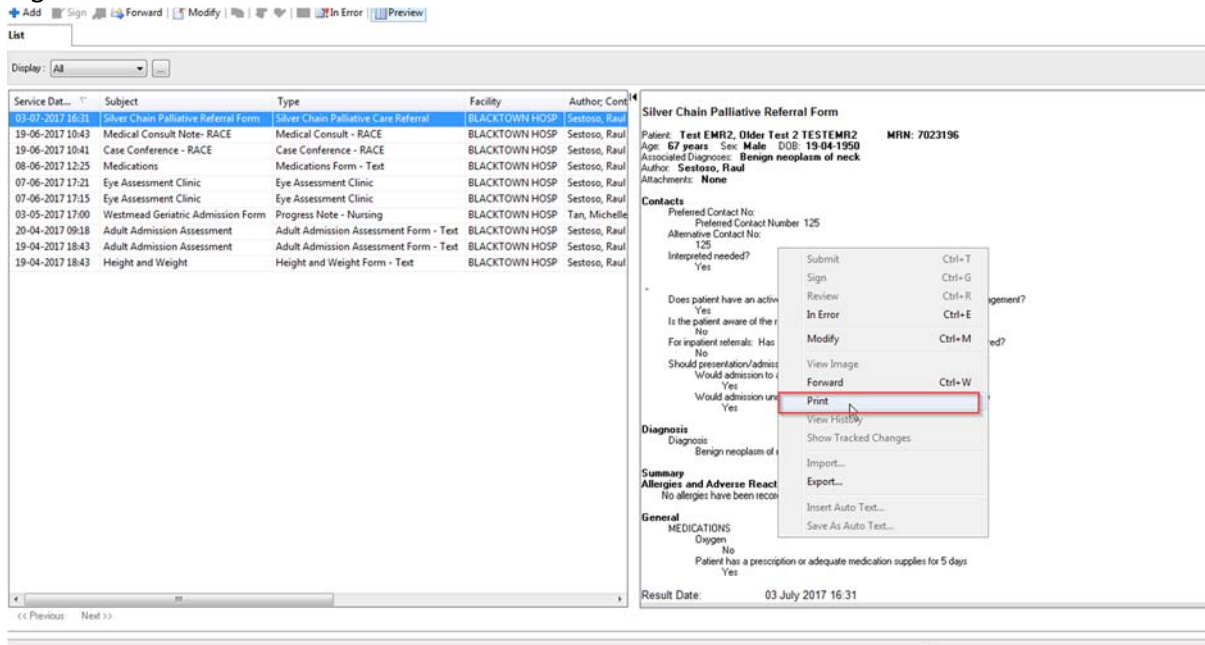
3. Complete the Pownote



4. Once completed, click Sign/submit.

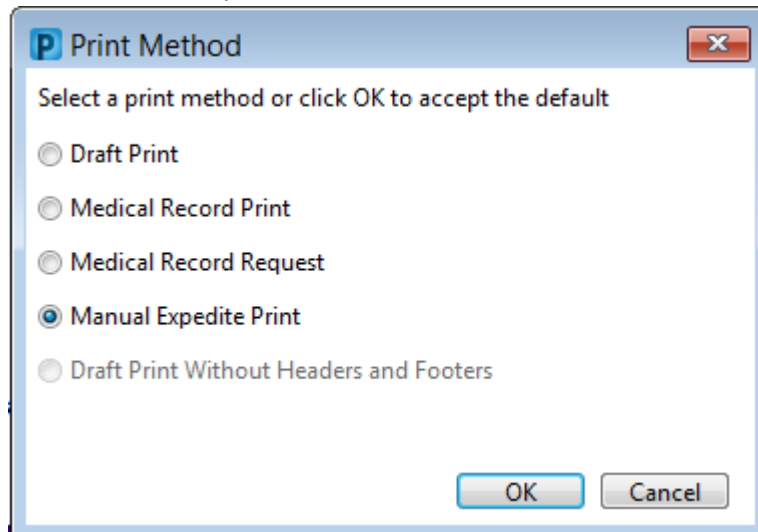
D. How to print Powernote

1. Right click → Print



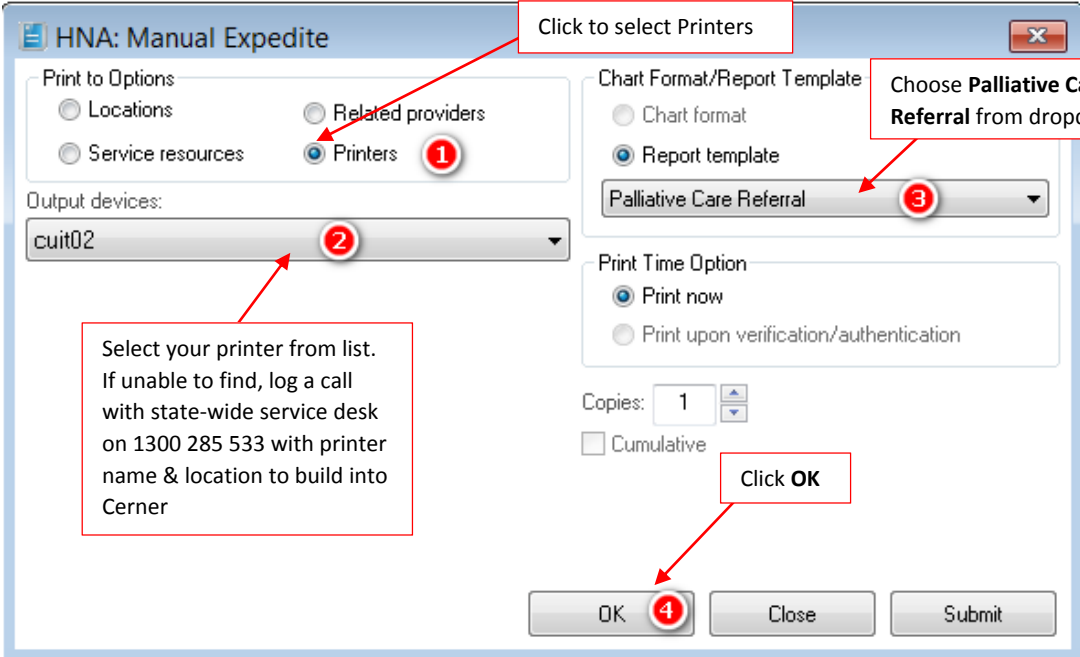
The screenshot shows the Powernote application interface. On the left, there is a table listing records with columns for Service Date, Subject, Type, Facility, and Author. The selected record is a 'Silver Chain Palliative Referral Form' from BLACKTOWN HOSP, authored by Sestoso, Raul. On the right, the detailed view of this form is displayed, including patient information (Age: 67 years, Sex: Male, DOB: 19-04-1950), associated diagnoses (Benign neoplasm of neck), and various clinical sections like 'Contacts', 'Diagnosis', and 'General'. A context menu is open over the 'Print' option in the 'General' section, with 'Print' highlighted in red. Other options in the menu include Submit, Sign, Review, In Error, Modify, View Image, Forward, View History, Show Tracked Changes, Import..., Export..., Insert Auto Text..., and Save As Auto Text...

2. Select “Manual Expedite Print”



The screenshot shows a 'Print Method' dialog box with a title bar containing a 'P' icon and a close button. The dialog contains the text 'Select a print method or click OK to accept the default'. There are five radio button options: 'Draft Print', 'Medical Record Print', 'Medical Record Request', 'Manual Expedite Print' (which is selected), and 'Draft Print Without Headers and Footers'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Set up the printer (you will only need to do this once for your account)



The screenshot shows the 'HNA: Manual Expedite' window with the following elements and annotations:

- Print to Options:** Radio buttons for 'Locations', 'Related providers', 'Service resources', and 'Printers'. The 'Printers' option is selected and marked with a red circle '1'. An arrow points to it with the text 'Click to select Printers'.
- Output devices:** A dropdown menu showing 'cuit02', marked with a red circle '2'. A text box below it says: 'Select your printer from list. If unable to find, log a call with state-wide service desk on 1300 285 533 with printer name & location to build into Cerner'.
- Chart Format/Report Template:** Radio buttons for 'Chart format' and 'Report template'. The 'Report template' option is selected. A dropdown menu below it shows 'Palliative Care Referral', marked with a red circle '3'. A text box above it says: 'Choose Palliative Care Referral from dropdown list'.
- Print Time Option:** Radio buttons for 'Print now' (selected) and 'Print upon verification/authentication'.
- Copies:** A numeric input field set to '1'.
- Cumulative:** An unchecked checkbox.
- Buttons:** 'OK', 'Close', and 'Submit'. The 'OK' button is marked with a red circle '4'. A text box above it says: 'Click OK'.

- Print any additional relevant clinical information such as discharge summary, medication lists, test results
- Fax completed referral form along with additional clinical information to the Silver Chain 24/7 Contact Centre for processing on (08) 9444 7265

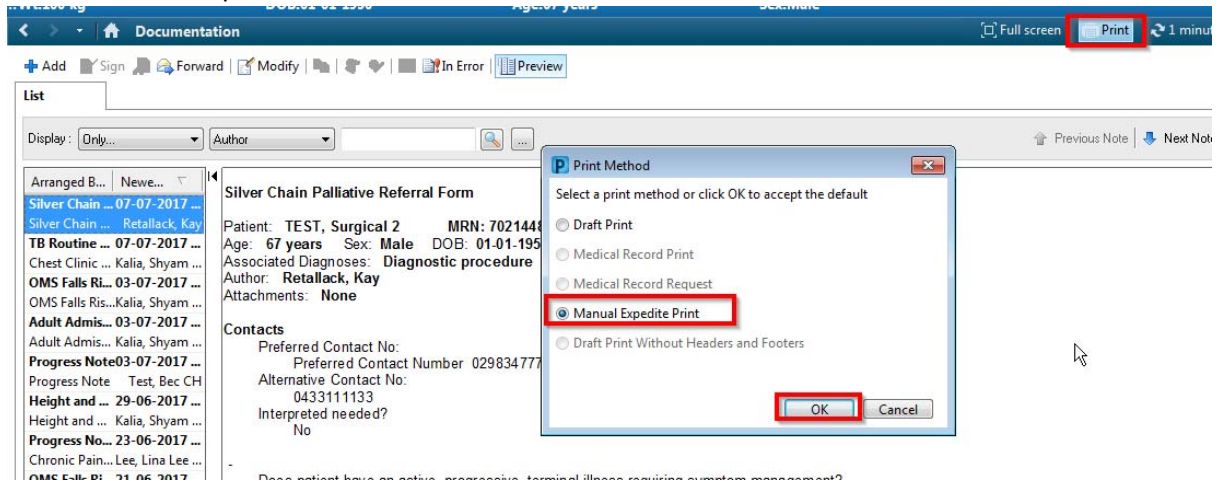
NB: For urgent referrals, please contact the Silver Chain Contact Centre on 1300 758 566 and request to speak with the Clinical Nurse Consultant Manager (CNCM) or the Clinical Coordinators (CC).

E. How to send electronic faxing via Cerner eMR

- Cerner eMR has the capability to send electronic faxing.
- Using this method will send an immediate fax to the Silver Chain contact centre with the referral form.
- Additional clinical information such as discharge summaries, medication lists will need to be faxed separately to Silver Chain.
- If using electronic faxing, remember to send all the information around the same time to ensure quick processing of the complete referral.

- Complete and sign Pownote: Silver Chain Palliative Care Referral Form
- Open completed and signed document:
 - Right click on opened document, select "Print"

- Select "Manual Expedite Print" and click "Ok"



- 3. Select fax

