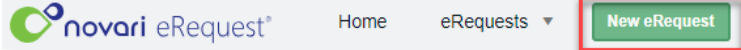


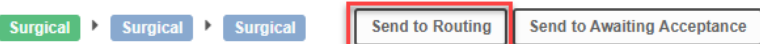


## Create and Route a Record

### Quick Reference Guide

Create a new record in eRequest and route to the assigned provider

**For Central Intake Hips & Knees users only**

Create/Route a Record	
<p><b>1. New eRequest</b></p>	<ul style="list-style-type: none"> <li>Click the green <b>New eRequest</b> button</li> </ul>  <ul style="list-style-type: none"> <li>In the <b>Add New eRequest</b> pop-up, select <b>Hip &amp; Knee Central Intake</b> from the <b>Requester</b> drop-down list</li> <li>The <b>Location</b> and <b>Request Type</b> will automatically populate</li> <li>Click <b>Create eRequest</b></li> </ul>
<p><b>2. Search and Add patient</b></p>	<ul style="list-style-type: none"> <li>In the <b>Patient Demographics</b> accordion, enter the patient's PHIN number and click <b>Search</b> <ul style="list-style-type: none"> <li>If the patient was found, ensure all mandatory fields are complete and click <b>Confirm Patient</b></li> <li>If the patient was not found, select <b>Add New</b> and enter all required patient demographics</li> </ul> </li> </ul> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p> <b>Only patients with a Manitoba PHIN number will be searchable, all others must be added new.</b></p> </div>
<p><b>3. Active Requisitions</b></p>	<ul style="list-style-type: none"> <li>Additional active requisitions for the patient will be displayed in a list. Open and action the records if necessary aligned to your current workflow</li> <li>Click <b>Continue</b></li> </ul> <p><i>*Patients will appear in this list for providers the user has access to</i></p>
<p><b>4. Update Referral Date</b></p>	<ul style="list-style-type: none"> <li>Click the <b>Request Date</b> field and select the date the referral request was received</li> <li>The time will default to midnight unless specified by the user</li> </ul>
<p><b>5. Complete the Referral</b></p>	<ul style="list-style-type: none"> <li>Complete all mandatory fields in each accordion</li> </ul> <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p> <b>When selecting Orthopedics as the Service Type, the Hip and Knee arthroplasty referral question will appear. Fill in all relevant details</b></p> </div> <ul style="list-style-type: none"> <li>When complete, click <b>Send to Routing</b></li> </ul> 

## Create and Route a Record

### Quick Reference Guide

#### Create/Route a Record

#### 6. Route

- In the **Routing** accordion, choose the orthopedic surgeon the record should be sent to by clicking the **Route** button under **Action**

Action

→ Route

Mandatory Data Elements	Definition
Service Type	The surgical service the patient is referred to
Reason for Referral	The specific reason for the surgical referral request Select the most appropriate reason from the drop-down list that corresponds to the <b>Service Type</b>
Referring Provider Name	Name of the physician who sent the surgical referral
Fax Number	Referring Provider Fax Number
Is the referral related to Cancer?	Select the most appropriate value from the dropdown list: <b>None, Known, or Suspected</b>
Investigations/Results included in Referral Package	Indicate if additional information has been included in the Referral Package. Select from the dropdown list: <b>None, Pending, Received</b>