Consult Orders

To Place a Consult Order

1. Check the Process
   - Check the list of services below to determine the digital hospital process for referring an inpatient to that service. At Go Live, some services will require an electronic consult order and some will remain business as usual.
   - Check the specific process for your local work area, because processes may be different in each area.

2. Place the Order
   - New electronic process: Use EMR to place the consult order and then contact the relevant service by phone/page/verbal handover to inform them of the referral.
   - Business as Usual (BAU): Phone/page/verbally handover to the service you are wish to refer the inpatient to.
   - Urgent priority consult orders: For all services, phone/page the clinician to place the consult order. Then use PowerChart to place the consult order, with the communication documented in the fields of “Clinician Contacted” and “Acknowledged”.

To view all consult orders placed on a patient:
In EMR PowerChart, go to Orders section of patient record. Any overdue orders will be visible on the nursing/allied health patient Summary Page.

To view consult orders placed to your service:
In EMR PowerChart, check your Multipatient Task List to view consult orders. Refresh this list at regular intervals throughout the day.

Consult Orders are the electronic version of internal referrals, for referring an inpatient to an internal service or discipline.
Consult Orders are not for referring inpatients to outpatient services.
Consult Orders are placed in EMR, in real time if possible, to aid communication across the multidisciplinary team, workflow tracking and also for future reporting.
How to Consult Orders

Discharge planner
Outpatient Specialist Clinics
Palliative Care Services
Heart Failure Service
Nurse Navigators
Mortality Review Officer
DABIT
Infection Control
Wound and Stomal Therapy
Diabetes (Nurse Practitioner) Nurse
Educator Lactation Consultant

Business
As Usual

Pharmacy
ATSI Liaison Service
Dietetics
Occupational Therapy
Physiotherapy
Social Work
Speech Pathology

ieMR
and
Phone/Page or Verbal

After a consult order is placed please contact the relevant team by phone.

For Digital Hospital Support contact: 8800