

ED/UCC REFERRAL TO PARC/PCC

HOSPITAL INFORMATION SYSTEM (HIS)

Emergency Physician

How to refer an emergency/urgent care patient to the Paediatric Acute referral clinic or Paediatric Consultation Clinic:

1. From the orders tab search ED/UCC referral to PARC/PCC , select powerplan, and left click done.

The screenshot shows the 'ZZONC, HANNAH - Add Order' window. The top header displays patient information: ZZONC, HANNAH, Admin Sex: Female, MRN: 55000005, DOB: 01/Jan/1990, Allergies: Allergies Not Recorded, Age: 35 years, Alerts: No Alerts Documented, Attending: Levesque, Michael, MD, PhD, FR... Loc: SC ONSS, Dose Wt: <No Data Available>, HCN: ON 7888-777-788, Outpatient FIN: 66-000043 [Visit Dt: 2025-Aug-08 11:24:15] Visit Reason: test PPR.

The 'Diagnoses & Problems' section on the left shows a search for 'ED/UCC referral to PARC/PCC' with results displayed in a table. The search results show 'ED/UCC Referral to PARC/PCC' as the selected option.

The bottom right corner of the window shows 'ZZONC, HANNAH - 55000005' and a 'Done' button.

2. ED/UCC powerplan becomes available to order

The screenshot shows the 'ED/UCC Referral to PARC/PCC (Planned Pending)' powerplan details. The plan includes the following sections:

- Admission/Transfer/Discharge:**
 - The intent of this powerplan is to be used for Paediatric Acute Referral Clinic (PARC) and Paediatric Consultation Clinic (PCC) Referrals for children 0 - 17 years old
 - Exclusion criteria:
 - Acutely unwell children
 - Primary mental health, behaviour and/or developmental concerns
 - Children requiring routine outpatient services for chronic conditions
 - Surgical consults
 - Primary Care
 - Paediatric Acute Referral Clinic(PARC) appointments within 1 - 3 days
 - Paediatric Consultation Clinic (PCC) non-urgent appointments required within 1 - 4 weeks
- Provider Consults:**
 - ☒ Communication Order: PARC- ED/UCC Ward Clerk to book PARC appointments. Ensure child has PARC appointment and PARC Patient Information Sheet (Ref2...
- Interprofessional Consults:**
 - ☒ Referral Order: Medical Service Paediatrics, Instructions Referral to PARC
 - ☒ Referral Order: Medical Service Paediatrics, Instructions Referral to PCC

3. Select Referral Order inclusive of instructions for particular clinic you want to refer to. If referring to PARC, please also select the Communication order.

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**within the referral order, click on the binoculars to the right of the Refer to component in order. Search refer to location (PARC or PCC), select practice site and click ok

Details for Referral Order

Details
Order Comments
Offset Details
Diagnoses

+
-

Requested Start Date/Time: **/**/****
EDT

*Reason for Referral:

Referral Type:

Urgent:
☐ Yes
☐ No

*Service: Paediatrics

Treatment To Date:

Refer to:

Referral Provider Lookup

Search: PARC

Qualifiers:

Search by: Practice
☐ Include external practices
Search
Clear

CH Paediatric Acute Referral Clinic PARC SCS
Pediatrics
Within Health System

Accept
Cancel

4. Click Accept

5. Click Sign

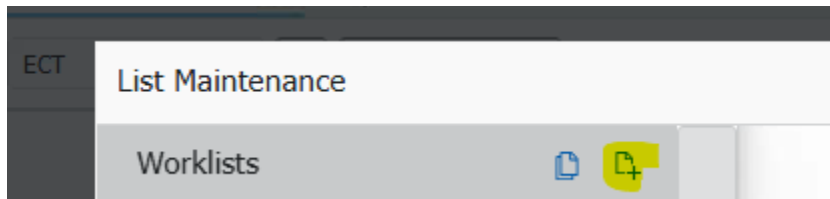
ED/UCC REFERRAL TO PARC/PCC

HOSPITAL INFORMATION SYSTEM (HIS)

Emergency Clerk

1. Navigate to Referral Management
2. Select ED Originating work list (if previously established).

****To create a new originating worklist, click on list maintenance. Click on icon to add new list to the right of Worklist title.**



Name originating worklist, set type to Originating . Select ED/UCC location as Refer From Location

List Maintenance

*** Name** **List Type** Originating

*** Refer From Location**

- Refer From Clinical Staff
- Treatment Function
- Status
- Priority
- Referral Type
- Refer To Location
- Refer To Clinical Staff
- Dates
- Assignment

3. From originating list, click to the right of the patient name to generate referral

Referral Management											
Worklist: ED originating											
Patient	Referred By	Referred To	Assigned To	Requested Service	Indicators	Insurance	Status	Priority	Last Updated Da...	Requested Start...	Service By Date
*UCTEST, DUST 13 yrs --	01/10/2025 22:59			Paediatrics testing PCC			Not Started	Standard	01/10/2025 22:59	01/10/2025	
*UCTEST, DUST 13 yrs --	01/10/2025 22:59			Paediatrics testing PARC			Not Started	Standard	01/10/2025 22:59	01/10/2025	

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4. Click on start referral. Status changes to Prep for Send . Attach any additional documents to the document tab. Click Generate.

UCTEST, DUST
13 yrs -- DOB: 10 SEP 2012

MRN: 55000107 FIN: 66-000288

This referral has not yet been started. Click the 'Start Referral' button to prepare for sending.

Status: **Not Started** [Edit](#)
Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
Case Number: 510432

Summary Comments Documents Insurance Scheduling

Case Details [Edit](#)

Treatment Function Paediatrics	Referral Reason testing PCC	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Clinical Staff --	Refer from Location St. Catharines Site/SC ED	Referral Written Date 01/10/2025	Requested Start Date 01/10/2025	Service By Date --
Refer to Clinical Staff --	Refer to Location --	Priority Standard	Instructions to Staff Referral to PCC	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone --	Business Phone --	Home Address --
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**If generate button is greyed out, ensure a refer to location has been associated. Refer to location can be added by clicking on blue edit button and clicking on refer to clinical staff field.

ZZONC, PLUTO
60 yrs Male DOB: 09 SEP 1965

MRN: 55000082 FIN: 66-000224

Click the 'Generate' button when you are ready to send the referral.

Status: **Prep for Send** [Edit](#)
Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
Case Number: 514447

Summary Comments Documents Insurance Scheduling

Case Details [Edit](#)

Treatment Function Paediatrics	Referral Reason test	Codified Reason --	Treatment to Date --	Referral Type --
Refer from Clinical Staff Tam, Benjamin Hoi-Lai, MD, FRCPC	Refer from Location St. Catharines Site/SC ONSYS	Referral Written Date 16/10/2025	Requested Start Date 16/10/2025	Service By Date --
Refer to Clinical Staff --	Refer to Location --	Priority Standard	Instructions to Staff Referral to PARC	Order Comment --

Patient Information

Preferred Method of Contact --	Home Phone --	Mobile Phone --	Business Phone --	Home Address 88 louth , Ontario L2L2L2
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**If referring to PCC, workflow ends here.

5. Proceed to PARC Receiving list within referral management to schedule PARC appointment for patient. To create list see image below with Receiving list configuration

ED/UCC REFERRAL TO PARC/PCC HOSPITAL INFORMATION SYSTEM (HIS)

List Maintenance

Name: **PARC Receiving** List Type: **Receiving** Sort: **Update Date** ☒ Newest to Oldest ☐ Oldest to Newest ☐ Default Worklist

☒ Refer To Location

Available Locations

- A Better Choice (ABC) Clinic-Welland Ave SCS
- Amputee/Wound Clinic HDS
- APU-GYN Consult Clinic 4th flr SCS
- Asthma/COPD Clinic FES
- Asthma/COPD Clinic SCS
- Audiology & Hearing Aid Clinic HDS
- Augmentative & Alternative Com HDS
- Cancer Rehab Program HDS
- Cardiac Rehab SCS
- CH Paediatric Clinic SCS
- CH Paediatric Consultation Clinic PCC SCS
- Clinical Nutrition - Kidney Care SCS
- Clinical Nutrition FES
- Clinical Nutrition PCS
- Clinical Nutrition SCS
- Clinical Nutrition WS
- General Internal Medicine Rapid Assessment / SCS GIMRAC
- General Internal Medicine Rapid Assessment / WS GIMRAC

Selected Locations

- CH Paediatric Acute Referral Clinic PARC SCS

Page 1 of 5 First < Previous Next > Last

Delete Cancel Save Done

6. Within receiving worklist, find patient and click on white space to the right of patient name.

7. Referral information opens. Click on Accept.

MRN: 55000107

Accept **Reject**

Unassigned [Assign to me](#) [Assign](#)

Case Number: 510466

8. Encounter box will display. Set encounter to Pre Reg and click submit.

Encounter Information

☒ Create ☐ Select Encounter

*Type: **PreReg** *Location: **SC CHPARC**

Submit

9. Status will now display as ACCEPTED. Navigate to scheduling tab and click on new appointment

ED/UCC REFERRAL TO PARC/PCC HOSPITAL INFORMATION SYSTEM (HIS)

Status: **Accepted** [Edit](#)
Substatus: -- [Edit](#)

Unassigned [Assign to me](#) [Assign](#)
Case Number: 510466

Summary Comments Documents (1) Insurance **Scheduling**

Associated Appointment

No Appointment Associated

[New Appointment](#)

Confirmed Appointments

No Confirmed Appointments

10. Patient name will appear in work in progress box. Select SC CHPARC as appointment location. PAED acute referral as appt type. When scheduling select next available appointment in Outpatient Paed Clinic resource.

2025

October

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Books

Appointment

*Appointment location:

SC CHPARC

*Appointment type:

Paed Acute Referral

*Person name:

UCTEST, DUST

Thursday, October 2, 2025

Friday, October 3, 2025

Monday, October 6, 2025

02/Oct/2025 - Outpt Paeds Clinics

Outpt Paeds Clinics
8:00 AM Sched Open
8:05 AM
8:10 AM
8:15 AM
8:20 AM
8:25 AM
8:30 AM Sched Open
9:00 AM
9:00 AM Sched Open
9:30 AM
9:30 AM Sched Open
10:00 AM
10:00 AM Sched Open

For Help, press F1