

## **Quick Reference Guide**

## **Check Out patient (for Doctors)**

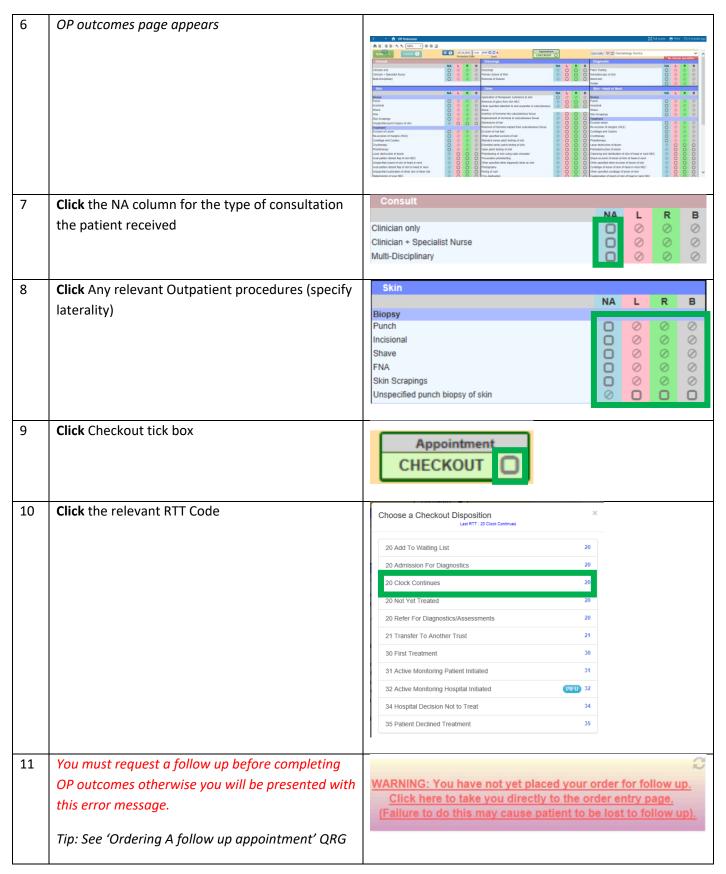
This Quick Reference guide is for clinical staff that work in an outpatient setting that need to Check out an appointment and complete outcomes.

Ensure you are working in Powerchart application.

	Process	Additional Guidance			
1	Locate your patient in Clinic schedule	09:40 10 mins 30B, Jeremy 27 Years, Male ENT New Confirmed			
	Tip: Ensure their status is checked in — see 'Check in Patient from Clinic Schedule' QRG	08:40 10 mins JACKS, Jeff 22 Years, Male ENT New Confirmed			
		12:30 10 mins HOWARD, Rhys ENT New Confirmed			
		10:40 10 mins HENRY, Glen 27 Years, Male ENT New Confirmed			
2	Click Patient Name	13:40 10 m is WHITTY, MRS JOYCE K erm F/Up Checked In Location Not Defined			
3	Click Outpatient Mpage	WHITTY, MRS JOYCE KARI  WHITTY. MRS JOYCE KARI  Age:21 years DO8:23/Sep/2003 Resus:Full Resuscitation:  CP-IS: Not Performed TDD:  Age:21 years DO8:23/Sep/2003 Resus:Full Resuscitation:  Admission   Manage  Outpatient   Presenting Complaint			
4	Click OP outcomes component	Actions for GP Diagnostics New Order Entry Outstanding Orders Vaccinations Outpatient Forms OP Outcomes			
5	Click OP Outcomes Link	OP Outcomes  Click here to go to OP Outcomes			



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12	<b>Click</b> the relevant appointment related outcome:	Choose a Checkout Disposition  Last RTT : 20 Clock Continues		
		20 Clock Continues	20	
		Another appointment given		
		Appointment to be made at a later date		
		A recent scheduling order has been made	C	
		Can	cel	
13	A confirmation window will appear:	Appointment Checkout  Derm F/Up : Verdolini, Roberto RTT : 20 Clock Continues / No Change Outcome : Another appointment given Procedures added	×	
		Clinician only X62.1 : Assessment by uniprofessional team NEC +	0	

Date	Version	Author	Approved By	Next review by
27/10/2024	V1	Trupesh Soneji		1 <sup>st</sup> November 2025