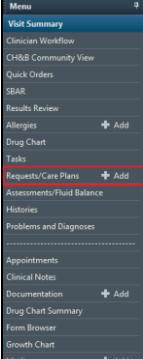
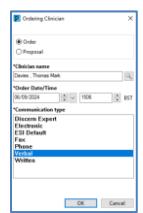
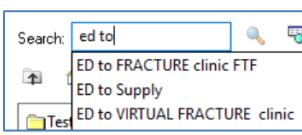
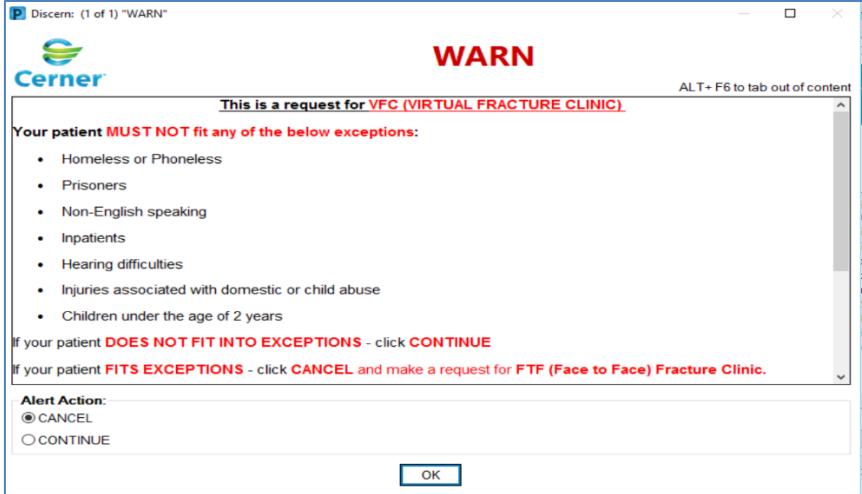
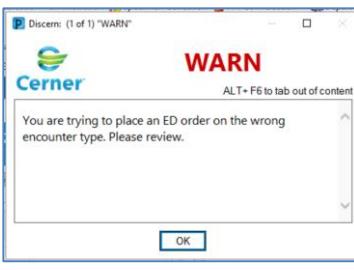


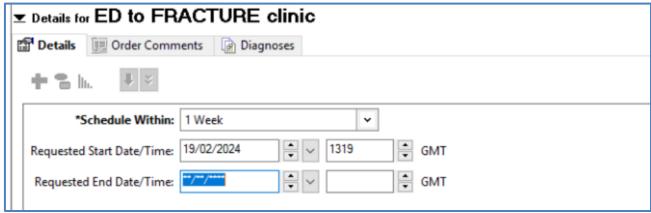
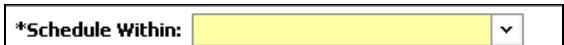
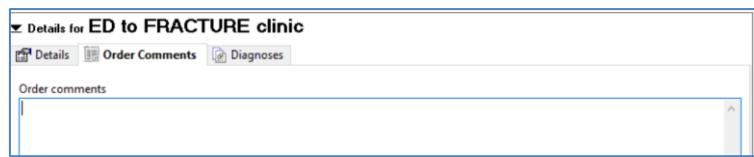
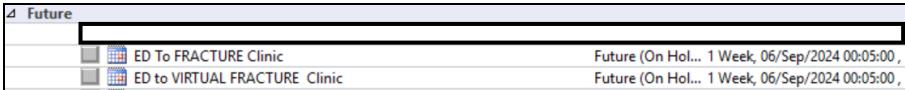
ORACLE Cerner

**Electronic Patient Record (EPR)
Standard Operating Procedure (SOP)**

Title	How to order Fracture Clinic FTF or Virtual outpatient orders from ED
Purpose	This Standard Operation Procedure has been designed to instruct the user how to order Fracture Clinic outpatient referrals from ED
Scope	Clinical staff
Pre-Requisite	This SOP assumes that the reader has had formal training and is designed to ensure that the trained user can follow the process without supervision.
Role/s	Clinical
EPR Module/s	First Net/Powerchart
Performance Measures	A trained user is able to carry out the procedure with minimal or no supervision.
Related Documents	

Step	Action	Responsible Role/s
1	Open the patient record for the relevant ED episode in FirstNet.	Clinical
2	In the patient record, select the Add + , next to Requests Care Plans 	Clinical
3	A further box may be presented, if so complete the appropriate sections, and select OK 	Clinical
4	Once the Add Order screen loads, type the appointment order name or part of the appointment order name in the search box. Select the correct appointment order type once loaded; i.e either ED to FRACTURE Clinic FTF or ED to VIRTUAL FRACTURE Clinic 	Clinical

5	<p>The user will be presented with a warning screen, for both order types. It is important that the information presented, is read carefully, and the appropriate action take.</p>  <p>To continue with the order, you must select the CONTINUE radio button box in the Alert Action section and select OK. (you must select Done in the look up order section)Move on to Step 6.</p> <p>If you do not want to proceed with the order, leave the CANCEL radio button box selected in the Alert Action section and select OK. This will return you to the order screen in Step 4.</p> <p>NB: If the wrong encounter is selected i.e. not from ED the user will be presented with the following message.</p> 	Clinical
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6	<p>The OEF (Order Entry Format) will now load.</p>  <p>In the schedule within field, select the appropriate time frame for the appointment from the drop down options.</p>  <p>Additional information about the referral can be added to the Order comments tab (Up to a maximum of 250 characters).</p> <p>The order comments tab can also be left blank if necessary.</p> 	Clinical
7	<p>Once completed click Sign. The appointment order has now been requested, and will appear as a future order, with a calendar</p>  <p>Click the refresh button, and then exit the patient record.</p> <p>NB: The patient will appear on the add/set list in Schappbook, waiting for the schedulers to add an encounter and schedule an appointment within the T&O service.</p>	Clinical

Document Name	How to order Fracture Clinic FTF or Virtual outpatient orders from ED		
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Version	1.0		
Effective Date	3/2/2026	Review Date	3/2/2028
Author/s	Katharine Abbott		
SOP Owner	EPR PAS Team		
Approved by Trust Sponsor (name & job title)			
Approved by	Shared EPR Change Board		
Approval date	16/12/2025		

Distribution	CHFT			
Location/s	EPR SOP Repository			
Document Control				
Version	Date	Author (AU) Approver (AP) Reviewer (R)	Status	Comments
0.1	01/07/2024	Katharine Abbott (AU)	In Progress	Initial Document Creation
0.2	18/09/2024	Natalie Owen (R)	Test Phase	Reviewed and Approved some slight amendments to word content
0.3	18/09/2024	Natalie Owen (R)	Sign off	Request additional content
0.4	17/10/2025	Katharine Abbott (R)	Review	Minor wording change
1.0	16/12/2025	Shared EPR Change Board (AP)	Final	Approved

Version Retired	Date Retired	Reason For retirement	Additional Comments