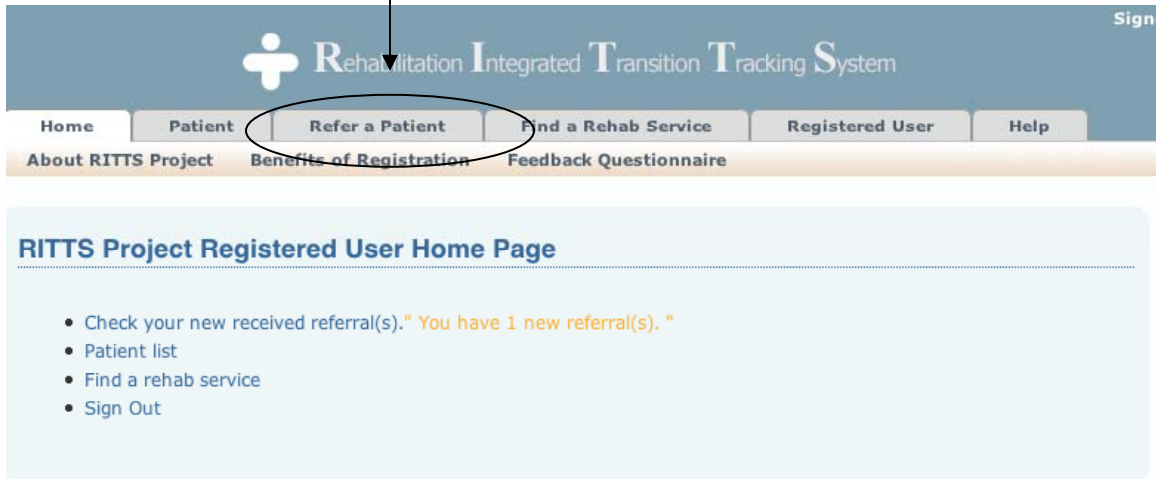
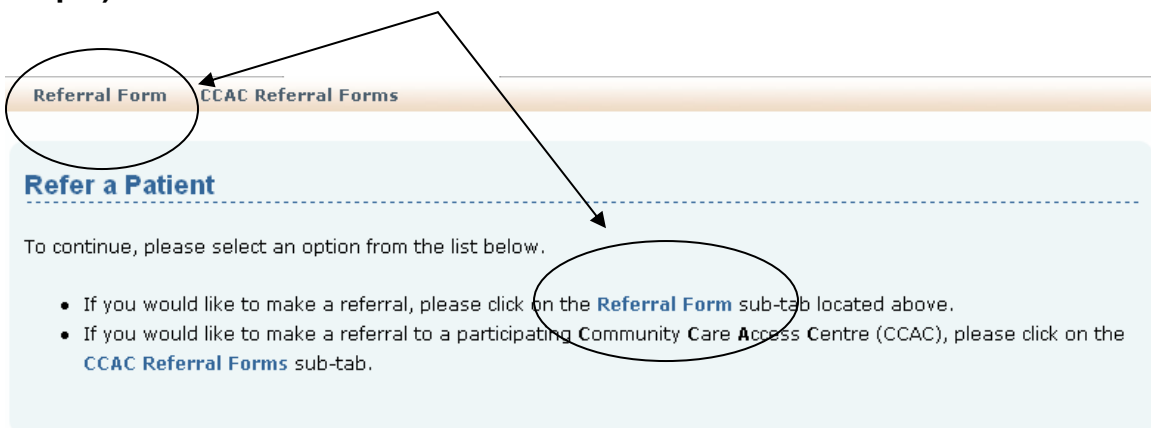


RITTS Tutorial: Sending an Inpatient Short Term Referral to Civic or Queensway-Carleton

Step 1) After logging in, click on the 'Refer a Patient' tab. If you are not registered with the RITTS, you do not need to log in.



Step 2) Click on the 'Referral Form' link or sub-tab.



Step 3) Select the patient you would like to refer from your patient list by clicking the 'View Details' link.

Rehabilitation Integrated Transition Tracking System

Home Patient Refer a Patient Find a Rehab Service Registered User Help

Patient List **New Patient** Patient Search Sent Referrals Received Referrals

Dr. Conrad1, Oct6's Patient List

If you want to make a referral for a patient who is not in your patient list, please use the **Patient Search** sub-tab to see if the patient's information is already in the RITTS database.

Last Name	First Name	List Type	Details	Remove
Patient	Fake	Initialize	view details	Remove from List

1

Please note: If you remove a patient from your patient list, the patient's information remains in the system.

If the patient is not on your patient list, click the 'New Patient' sub-tab and follow the instructions. (For more information, please see the "How Do I Add a New Patient to My Patient List?" tutorial.)

Step 4) Click the 'Make a Referral' link.

Home Patient Refer a Patient Find a Rehab Service Registered User Help

Patient List New Patient Patient Search Sent Referrals Received Referrals

PATIENT, FAKE

Demographic Referral History CIHI Data **Make a referral**

Please select one of the above categories to continue:

- **Demographic:** The patient's personal information.
- **Referral History:** View sent and received referrals for this patient.
- **CIHI Data:** Canadian Institute for Health Information data is displayed here when available.
- **Make a referral:** If you would like to refer this patient.

Step 5) Indicate that you have read, understood and agree with the requirements for sending a referral by clicking the boxes next to the mandatory statements.

Rehab Criteria :

- The patient must have a physical impairment requiring rehabilitation OR have cognitive impairment from an acquired brain injury requiring rehabilitation.
- The patient is medically stable and able to tolerate therapy sessions for at least 45 minutes twice daily.
- The patient must have the cognitive ability to participate in and benefit from a rehabilitation program.
- The patient must willingly consent to participate in a rehabilitation program.
- The patient has identified realistic, functional goals for the rehabilitation process.

Patient Consent Statement:

I understand that when I use the RITTS referral system to make a referral, my patient implicitly consents to having their personal medical information entered and stored on the RITTS system.

I understand that when I use RITTS referral system to make a referral, my patient implicitly consents to having their personal medical information sent electronically to another RITTS user.

I understand that the RITTS website and referral system are compliant with the Personal Health Information Privacy Act (Bill 31) and will make every effort to ensure future compliance in any future iterations.

I have read, understood and agree with the above statement

Type of Rehabilitation Service:

Inpatient-Specialized Rehabilitation

Diagnostic Category :

- Acquired Brain Injury
- <Select a Diagnostic Category>
- Acquired Brain Injury
- Amputee
- Amyotrophic Lateral Sclerosis (ALS)
- Arthritic disorders
- Burns
- Cardiac Rehab
- Cerebral Palsy
- Deconditioning Syndrome

For an individual designated by a physician can make a referral.

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Step 6) Select 'Inpatient Short-Term Rehabilitation' from the first dropdown list. A second dropdown list will appear for you to select a diagnostic category.

Step 7) Enter the required information into the referral form.

Select the date that the patient was admitted from the calendar.

The screenshot shows the 'Inpatient Short Term Referral Form' interface. At the top, there is a navigation bar with links: Home, Patient, Refer a Patient, Find a Rehab Service, Registered User, and Help. Below this is a sub-navigation bar with 'Referral Form' and 'CCAC Referral Forms'. The main content area is titled 'T, S Inpatient Short Term Referral Form'. The 'Hospital Admission Date' field is highlighted with a yellow background and has a calendar pop-up below it. The calendar is for December 2005 and is circled in black. Below the calendar are several text input fields: 'Patient's Current Room Number', 'Ward Telephone', 'Provisional diagnosis', and 'Comment', all of which are also circled in black. At the bottom, there is a 'Receiving Facility' dropdown menu with 'QCH - Queensway Carleton Hospital' selected, and 'Submit' and 'Back' buttons. Arrows point from the text instructions to the calendar and the 'Submit' button.

December 2005						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	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

Enter the patient's current room number, the ward telephone number, provisional diagnosis and other relevant comments, and choose the Civic or Queensway-Carleton Hospital from the Receiving Facility dropdown list before clicking the 'Submit' button.