Epworth

Epworth Patient Portal

Complete an online admission

Once you have logged into the **Patient Portal**, you will be prompted to add a **patient profile** either for yourself or someone you care for, including their admission details.

For first time Portal users

A *Welcome to Epworth* page will display on your Portal dashboard, prompting you to add a patient.

| P Epworth | Dashboard | Admissions | Payments | 0 Help 💛 🗸 |
|--|---|-------------------------|----------------------------|------------|
| Dashboard | | | | |
| Welco To start an pressing 'A Add a | me to Epwor admission, you 'i' dd a new patient + new patient | anth Ant need to com | spiete a patient profile I | |

a. Select the + Add a new patient button

| P Epworth C | ashboard Admissions Payments | | O Help |
|---------------|------------------------------------|-------------------------------------|--------|
| Add a patient | | | |
| | Who are you creat | ing the profile for? | |
| | You can create a profile for yours | elf, or someone you are caring for. | |
| | A For myself | A For someone else | |
| | | b | |
| | | | |
| | | | |
| | | | |

b. Select which patient the admission is for

For existing Portal users

Once signed in, your Portal dashboard will display. If this admission is for someone who;

| Jashboard | | | | |
|--|--|--------------------|------------------------|-------------------------|
| 오 Son | Date of bir | th Mobile | Email | C Edit Profile |
| Upcoming Admissio | ns | | | |
| Do you have any hosp + Add Admissi | ital visits planned? | | | |
| Υ | | | | |
| Add another pati You can manage multiple pr | ent record to your a atients from a single Epworth ac | count. This can be | handy for families, pa | rtners, and dependants. |
| | | | | |

- a. already has a patient profile on the account, select the + Add Admission button
- **b.** is not listed with a patient profile, select the relevant option under the **Add another patient record to your account** section.

Add a patient

Completing the Patient Profile section will take about five minutes.

- **1.** This section requires the following information to be entered to create the **Patient Profile**:
 - Patient details (i.e., Medicare details)
 - Personal contact details
 - Health professional details
 - Health fund/funding details

Patient Profiles once created, remain on your Portal account to save you time, should you need to return to Epworth in the future.



Add an admission

Once the patient's profile is completed you will be prompted to add the admission details.



a. Click the + Add admission now button



- b. Read the Admission form information
- c. Click Start form button
- 2. The **Admission form** is sectioned into pages requiring the following information to be entered:
 - Admission date and time
 - Specialist and procedure information
 - List of current medications and allergies
 - Patient health history

If you need to change your admission details

Once the admission is submitted it will display a 'has been completed' status on your dashboard, meaning you can no longer edit it, so ensure to review all information prior to submitting.

It is important to let your admitting hospital know of any changes to the admission information. Please contact our **Patient Services** team to assist you with any updates.

| Date | Doctor | Procedure | 9 | Epworth Freemasons |
|----------|---------------------|----------------------------|----------|--------------------|
| Complete | these items before | your admission | | |
| ORead | and sign your Infor | ned Financial Consent | <i>→</i> | |
| () Make | a payment for you | Informed Financial Consent | → | |
| C Admi | cion form has been | completed | | |

More Help: For any questions around using our Patient Portal check out our **Frequently asked Questions** section available on our help page or contact our team (refer to **Need Help?** details below).

You can **save your admission as a draft** at any time and complete it later, as well as review before you submit the admission.

a. To do this, select the **Back** button located at the bottom of each admissions page. A prompt box will display confirming your action.

| Form many 3 of 11 | A hourt would along | |
|-----------------------------------|--|--|
| Form page 2 of 11 | In this section we'll ask you about your admitting specialist and upcoming | |
| Admission details About your stay | admission. | |
| O Account payment | About your stay | |
| O Insurance details | Specialist name | |
| O Medications | x 9 | |
| O Allergies & reactions | O If the patient's specialist cannot be found in the list, please select the 'Not in | |
| O General health | list' option and type the specialist's name in the procedure text box below: | |
| O Blood, mobility & diet | Priorie manifer (consta | |
| O Health & surgical history | Procedure(s) | |
| Infection control Discharge plan | Are you sure you want to leave this name? | |
| | His OK to low the form and entry to complete it later | |
| | All the data entered on the previous pages have been saved however | |
| | you will need to complete this page when you return. | |
| | Stav Leave h | |
| | | |
| | Has the patient been admitted to Epworth before? | |
| | | |
| | Yes No | |
| | Yes No Has the patient been in hospital in the last month? | |

b. Select the **Stay** button to continue or select the **Leave** button to exit.

Selecting the **Leave** option means all information entered on previous pages will be saved. When you return to complete the admission, you will be directed back to where you left off.