

Doctor:

eAdmissions & Pre-Admission Information

Thank you for choosing to complete your Admission Form using our eAdmissions Portal. Electronic submission support Vista Day Surgery's electronic medical records processes and we appreciate your support in utilising this format.

Should you have received a paper-based Patient Admission form but choose to use eAdmissions, we ask that you please bring with you the unused form on the day of your admission. This will help in our aim to reduce our carbon footprint.

SECURITY

We understand how sensitive personal and health information is, so we take certain steps to ensure that electronic data entered is always safe. The same encryption process used for internet banking is applied and data is protected by strict Australian regulations.

eAdmissions

To assist you with this process, please have the following information at hand:

- Date of admission
- Admitting doctor name
- Details of person collecting and staying with you after discharge
- Medicare details
- Health Fund details (e.g. DVA, Private Health Insurance etc.)
- Current medications taken

eADMISSIONS PORTAL

Access the eAdmissions Portal via our website

www.vistadaysurgery.com.au

- Expand 'Patient Information' section located on the left side of the webpage.
- Select 'eAdmissions / Pre-Admission Information'
- Click the 'eAdmissions Portal Login'

WELCOME PAGE

If you have not previously created an online account via eAdmissions Portal, you will be asked to Create and account as a New User.

Existing Users can login using their email address and password as previously set up.

MY FORMS

For **new eAdmission**:

- Select 'START A NEW FORM'

During the process of completing the eAdmission form, you may choose to save your progress so you can return to it later.

To open a **saved file**:

- Click on 'Actions' and select 'Edit'

If you wish to print your Admission form, you can do so from this 'Actions' button.

For **subsequent eAdmission**:

- Select 'START A NEW FORM'
- From pop-up window, select a previous form to reuse previous entered answers
- Check your previous responses, as per below.

COMPLETING THE FORM

We ask that:

- You complete ALL the questions provided via the eAdmissions portal
- Submit the eAdmission Form no less than 7 days prior to your admission to Vista Day Surgery

SUBMITTING FORM

After completion, you can submit the eAdmission form by selecting the 'Submit Form' on the last page.

Pre-Admission Telephone Calls FROM ADMINISTRATION

Once we have received your submitted admission form, an Administration staff member will contact you to confirm your Health Fund cover and discuss any relevant out of pocket expenses. All excesses attached to your hospital fund are paid on the day of surgery and are an out of pocket fee (not rebatable).

FROM NURSE

An Admissions Nurse will contact you to confirm your admission details and discuss the information you have provided and any special requirements.

If you require any assistance, please contact staff at Vista Day Surgery who will be happy to help you. Please call (08) 8373 1300