This Quick Reference Guide will explain how to:

Set up a list to triage internal specialist clinic referrals

Handy Hint

Referrals OP Triage can be located in the following places:

- On the navigational toolbar **Referrals OP Triage**
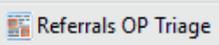
  If it is not visible on the navigational toolbar,

- Click on the drop down arrows in the navigational toolbar
- Select View in the menu bar

| Task | Edit | View | Patient | Chart | Links | Notifications | Navigation | Help |

Collection Runs
- Message Center
- Research Organiser
- Critical Care Worklist
- Orders Queue
- Dynamic Worklist
- Scheduling
- **Referrals OP Triage**
- Vinah Extract
- Autotext
- Tracking Board
- Ward Overview Page
- Add or Remove Buttons ▾
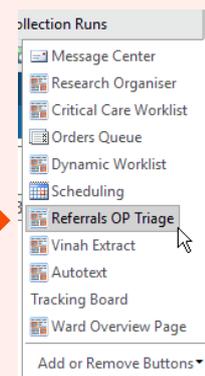
Set Up a Referral OP Triage List by Service

1. Open a PowerChart session

2. Click on List Maintenance

   Referral List: (None available)   **List Maintenance**
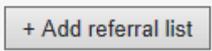
3. Click on **+ Add referral list**

4. Enter a name for your list

   Create List

   List Name: [_____]   **Date Period:** All time ▾

5. Under **Locations**, always select *All (No filters applied)* to triage all sites (this is to ensure you are able to see all referrals for your service, even if the location was selected incorrectly)

   Locations:
   - ☑ **All (No filters applied)**
   - ☐ Footscray
   - ☐ Sunbury Day
   - ☐ Sunshine
   - ☐ Williamstown

6. Under **Services**, check the box next to the service to triage

   Services:
   - ☑ **All (No filters applied)**
   - ☐ AH Audiology
   - ☐ AH MDCC Infant Care
   - ☐ AH Neuropsychology
   - ☐ AH Neurosurgery Adv Physio
   - ☐ AH Nutrition
   - ☐ AH Nutrition Diabetes
   - ☐ AH Nutrition IBD
   - ☐ AH Nutrition Insulin Pump Education
   - ☐ AH Nutrition Renal
   - ☐ AH Nutrition UGIG
   - ☐ AH Nutrition YADS
   - ☐ AH OAPL
   - ☐ AH OT Advance Hand Therapy

7. Under **Referring Status**, select the check box next to *Triage Required*

   Referring Status:
   - ☐ All (No filters applied)
   - ☐ *Waitlist Routine < 365 Days
   - ☐ *Waitlist Routine < 90 Days
   - ☐ *Waitlist Urgent < 30 Days
   - ☐ Rejected
   - ☑ **Triage Required**

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8.   Under **Clinic**, leave *All* selected

Clinic:
- ☑ All (No filters applied)
- ☐ Adults Specialiist Clinics
- ☐ Nephrology
- ☐ Orthopaedic
- ☐ Plastics
- ☐ UGIG
- ☐ Urology

9.   Under **Referral Type**, select the relevant filters

Referral Type:
- ☑ All (No filters applied)
- ☐ External
- ☐ Internal
- ☐ zzData Migration

❗ **Important**

- Select **Internal** if you do not want to see External Referrals in your Triage List

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10. Click   OK

11. Then refresh page for list to load

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Name MRN/Gender/DOB/FinClass	Age	Location/Service	Date of Referral	Referral Source	Priority/Urgency	Reason for Referral	Referring Department	Referred to Clinic	Referring to Clinician	Triage	Referral Letter	Breach Date	Additional Referral Details
TESTUAT, SCENARIOTHR... 1828841 Female 24/06/1994 MP	28 Years	Sunshine AH Podiatry	26-10-2022	This Hosp Depart new program	Triage Required	Testing 123	External: Paper/Fax/Email	--	Wang, Andrew Treating Dr	○	📄	--	--
Testuat, Scenariothreen... 1828843 Male 25/08/2022 MP	7 Months	Sunshine AH Podiatry	26-10-2022	This Hosp Depart new program	Triage Required	Testing 123	External: Paper/Fax/Email	--	Wang, Andrew Treating Dr	○	📄	--	--
TESTUAT, SCENARIOTHR... 1828839 Female 22/04/1980 MP	43 Years	Sunshine AH Podiatry	26-10-2022	This Hosp Depart new program	Triage Required	Testing 123	External: Paper/Fax/Email	--	Wang, Andrew Treating Dr	○	📄	--	--

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❗ **Important**

- You must refresh 🔄 the page immediately after clicking OK so that the correct list loads

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💡 **Handy Hint**

- If you triage across multiple services, you can select all of these under **Services**
- You can create up to 10 different Triage lists

Set Up a Referral OP Triage List by Clinic

Follow Steps 1 – 4

5. Under **Services**, check *All (No filters applied)*

Services:
- ☑ **All (No filters applied)**
- ☐ AH Audiology
- ☐ AH MDCC Infant Care
- ☐ AH Neuropsychology
- ☐ AH Neurosurgery Adv Physio
- ☐ AH Nutrition
- ☐ AH Nutrition Diabetes
- ☐ AH Nutrition IBD
- ☐ AH Nutrition Insulin Pump Education
- ☐ AH Nutrition Renal
- ☐ AH Nutrition UGIG
- ☐ AH Nutrition YADS
- ☐ AH OAPL
- ☐ AH OT Advance Hand Therapy

6. Under **Referring Status**, select the check box next to *Triage Required*

Referring Status:
- ☐ All (No filters applied)
- ☐ *Waitlist Routine < 365 Days
- ☐ *Waitlist Routine < 90 Days
- ☐ *Waitlist Urgent < 30 Days
- ☐ Rejected
- ☑ **Triage Required**

7. Under **Clinic**, select the check box next to the clinic to triage

Clinic:
- ☐ All (No filters applied)
- ☐ Adults Specialist Clinics
- ☐ Nephrology
- ☑ **Orthopaedic**
- ☐ Plastics
- ☐ UGIG
- ☐ Urology

8. Under **Referral Type**, select the relevant filters, select Internal if you do not want to see External referrals in your triage list

Referral Type:
- ☑ **All (No filters applied)**
- ☐ External
- ☐ Internal
- ☐ zzData Migration

9. Click [OK]

10. Then refresh page for list to load

[↻ 0 minutes ago]

Referral List:	Triage Clinic test	List Maintenance	Referral Search:	by MRN	by Name (Last Name, First Name)	by DOB (DD/MM/YYYY)	Search	List has 1 referrals	Clear search

Name MRN/Gender/DOB/FinClass	Age	Location/ Service	Date of Referral	Referral Source	Priority/ Urgency	Reason for Referral	Referring Department	Referred to Clinic	Referring to Clinician	Triage	Referral Letter	Breach Date	Additional Referral Details
Nguyen, Jim MR 7000475 Male 05/06/1934 MP	88 Years	Footscray ASC Nurse Triage	29-09-2022	This Hosp Emergency Department	Triage Required	Review of Fracture	Emergency - General Presentation	Adults Specialist Clinics	Woo, Andrew Treating Dr	○	📄	--	Requested, Conversation, P2CLE...