

Scheduling and Referrals- Specialist Clinics Nurse Triage



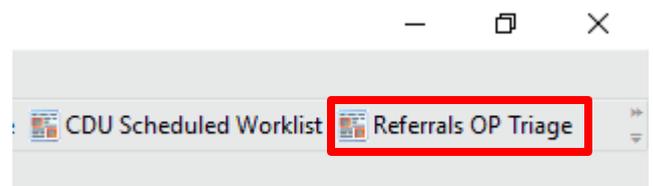
Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete the Triage process by a Triage/Screening Nurse
Accepting Post Op Review Appointments

1. In Powerchart, select the **Referrals OP Triage** from the navigation toolbar.



2. Select the **Referral list** or create your own list. This is covered in another QRG.



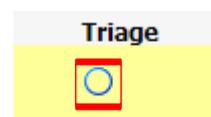
Handy Hint

- To view more information, click on Requested Conversation in the Additional Referral list column.
- Patient's Powerchart can be launched if you want to review additional information before triaging the referral by clicking on the patient's name.

Additional Referral Details

Requested, Conversation, P2RN1...

3. Select the radio button in the Triage column to triage the patient.



4. Referral Triage window opens.
5. **Referral Status /Priority** needs to be completed. If medical triage is required, Select Triage Required.
6. Choose the appropriate option for **VINAH- Referral in Reason** and **VINAH- Health Conditions**
7. Change the Specialty if needed.
8. Select **Complete** to send the referral to appropriate specialty for. Patient now falls off your Referral List



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Referral Information | Notes and Alerts

Visit Type: Referral | Wait List Status: Requested **5** | *Referral Status/Priority: Triage Required | *Referral Status/Priority Date: 05/06/2023 | Proposed Priority: Routine

*VINAH - Referral In Outcome: More appropriate prog/service ... | Last Clinical Review Date: 05/06/2023 | Booking Notes: | Recommending Date: | Priority/Standby?:

Ready to Schedule:

Additional Referral Information

Referral Add Type: *New Referral | Referral Received Date: 03/04/2023 | Date on Referral: 03/04/2023 | Referral Source: This Hosp Emergency Departmen | Referral Length: 3 Months

Reason for Referral: **6** | VINAH - Referral In Reason: Diagnosis, assessment, treatme... | VINAH - Health Conditions: **6** Surgical follow-up care

Referred From:

Referring Clinician: Cernestest, Medical Officer P2 1 | Referring Unit: **7** Emergency - General Presentation

Referred to:

Referred to Clinician: Choi, Wai Ting - SMO | Referral In Stream: Plastic Surgery | *Referral (Episode) Stream: Plastic Surgery | *Specialty: ASC Plastics Surgery | VINAH - Health Conditions: **6** Surgical follow-up care

Referral Appointment Type: Schedule To Facility

Return To Search | **8** Complete | Cancel



Important

If it is within your Scope of Practice, here is where you can complete the triage and send the patient to be directly scheduled.

Triage Required

- *Waitlist Routine < 365 Days
- *Waitlist Routine < 90 Days
- *Waitlist Urgent < 30 Days
- Received - Pending Action
- Rejected
- Schedule Appt - Routine < 365 Days**
- Schedule Appt - Routine < 90 Days**
- Schedule Appt - Urgent < 30 Days**
- Image required



Post Op Triaging

If the patient has been discharged from the ward and requires a review in clinic by same unit or the patient has had a procedure and requires a post op appointment.

- Complete Steps 1-4 above
- 5. Referral Status /Priority: Send to scheduling to be booked
- 6. Fill Out Booking Notes: eg Book to Dr Gynae on the 30/10/2050
- 7. Choose the appropriate option for **VINAH- Referral in Reason** and **VINAH- Health Conditions**
- 8. Change the Specialty if needed.
- 9. Select Appropriate Review Appointment Type
- 10. Select **Complete** to send the referral to appropriate specialty for. Patient now falls off your Referral List

Referral Information | Notes and Alerts

Visit Type: Referral | Wait List Status: Waiting | **5** * Referral Status/ Priority: Schedule Appt - Urgent < 30 Days | * Referral Status/ Priority Dates: 30/10/2023 | Proposed Priority: | * VINAH - Referral In Outcome: Referral Accepted - New Appoints | Last Clinical Review Date: | **6** * Booking Notes: Post Op

Recommending Date: | Priority/Standby?: | Ready to Schedule: Yes

Additional Referral Information

Referral Add Type: *New Referral | Referral Received Date: 27/07/2023 | Date on Referral: 26/07/2023 | Referral Type: External | Referral Source: GP/Local Medical Officer | Referral Length: 12 Months | * Reason for Referral: MBS | **7** * VINAH - Referral In Reason: Treatment or intervention

Referred From:

Referring Clinician: Hansa, Floranne | Referring Unit: External: Paper/Fax/Email

Referred to:

Referred to Clinician: Mathew, Samuel - SMO | Referral In Stream: Gynaecology | * Referral (Episode) Stream: Gynaecology | **8** * Specialty: Wc Gynaecology | **7** * VINAH - Health Conditions: Abdominal Pain | **9** * Referral Appointment Type: Gynaecology MBS Review | * Schedule To Facility: Joan Kirner

Existing Referral Comments:

New Referral Comment:

10 Complete Cancel