Scheduling and Referrals - Triage Internal Diagnostics Orders
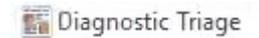
Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

**This Quick Reference Guide will explain how to:**

Use **Diagnostic Triage** to triage diagnostic orders.

1. Open **PowerChart**

2. From the top list of activities, click on the **Diagnostic Triage** mPage

3. Click on **List Maintenance**

4. Select appropriate list filters for diagnostic area / study

Scenario 1 – Modify Order

1. Click on icon to modify the order

2. Apply changes to order fields

3. **Sign** the order

4. Input password to authorise order
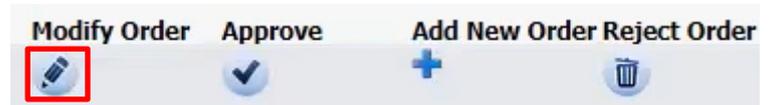
Scenario 2 – Approve Order

1. Click on icon to approve the order

2. Input password to complete approval
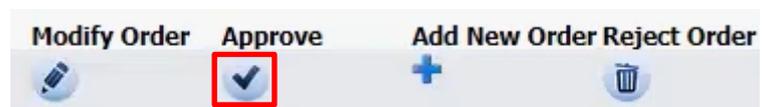
Scenario 3 – Add Order

1. Click on ![plus icon] icon to add an order
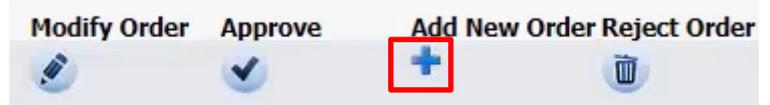
2. Click on ![+ Add] to place an order

3. Fill in order details

4. **Sign** the order

5. Input password to authorise order

Scenario 4 – Reject Order

1. Click on ![trash icon] icon to reject an order
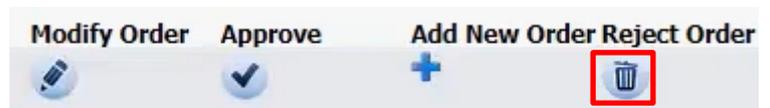
2. Click into the rejected order

3. Fill in the **Cancel Reason**

4. **Sign** the order

5. Input password to authorise cancellation

6. The ordering clinician receives a message through **Message Centre** regarding the cancellation