

# Access and Set Up – How to View Rejected Referrals



## This Quick Reference Guide will explain how to:

Review referrals that have been triaged and rejected from a service



### Important

- Refer to **Administration – Internal OP Referrals Triage QRG** for details on how to triage internal specialist clinic referrals

## Identify Rejected Referrals

There are two options to view Rejected Referrals on the **Referrals OP Triage Page in PowerChart**

- Editing an existing triage list
- Creating a Rejected Referral List

## Edit Triage list Method

- Click on List Maintenance
- Identify the triage list you wish to update, under **Action**, select *Edit*
- Change the **Referring Status** from *Triage Required* to *Rejected*
- Click
- Refresh page for list to load

Referral List: random **List Maintenance**

**Action**  
Delete | Edit | Copy

**Referring Status:**

- All (No filters applied)
- \*Waitlist Routine < 365 Days
- \*Waitlist Routine < 90 Days
- \*Waitlist Urgent < 30 Days
- Rejected**
- Triage Required

## Create a Rejected Referral List Method

You can set up a list to see all your rejected referrals across all the services you triage

- Click on List Maintenance
- Click on
- Enter a name for your list
- Under **Locations**, check the box next to the site you want to triage for, or select *All* to triage all sites
- Under **Services**, check the box next to the service to triage
- Under **Referring Status** select *Rejected*
- Click  and refresh page for list to load

**Create List**

List Name:  Date Period: All time

**Locations:**

- All (No filters applied)**
- Footscray
- Sunbury Day
- Sunshine
- Williamstown

**Services:**

- All (No filters applied)**
- AH Audiology
- AH MDCC Infant Care
- AH Neuropsychology
- AH Neurosurgery Adv Physio
- AH Nutrition
- AH Speech Pathology

**Referring Status:**

- All (No filters applied)
- \*Waitlist Routine < 365 Days
- \*Waitlist Routine < 90 Days
- \*Waitlist Urgent < 30 Days
- Rejected**
- Triage Required