Documentation – Powerforms
Allied Health Inpatient Triage

Digital Health
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Quick Reference Guide

This Quick Reference Guide will explain how to:

Complete the Allied Health Inpatient Triage Powerform.

! **Important:**

- All inpatient referrals must be triaged using the Allied Health Triage Powerform.
- All information in the Allied Health Triage Powerform will render to the patient file when submitted.

How to complete Allied Health Inpatient Triage Powerform:

1. From Powerchart, launch Multi-Patient Task List (MPTL).

2. Open the 'Incoming Referrals' tab.

3. Double click on the patient to open the 'AH Inpatient Triage Powerform'.

4. The Order Details will auto-generate in the Powerform as a view-only display of the Referral Order details entered by the referring clinician.

5. Fill in the mandatory field (yellow) for Referral Outcome.
   Depending on the outcome selected, the Initial Referral Priority or Rejection Reason will become active.

6. If unable to complete triage, you are able to make preliminary **Referral Outcome** and **Priority selections** and/or enter comments in the **Comments** text box and select 💾 to save the Powerform.

   a. All selections and comments in progress will be saved, and further edits can be made from MPTL – Incoming Referrals if required.
   b. Once triage can be finalised, unnecessary comments in the Triage Powerform can be removed prior to signing the form.

7. Once the Triage Powerform is complete, select ✓ to sign the Powerform.