# Quickstart

The Sydney children's Hospitals Network
care, advocacy, research, education

## Rehab Referral Management-Triage Documentation    IT/eMR Training & Support

### How do I complete my Triage Form?

To view your pending Triage patients, ensure you have your Rehab Referral Task List set up correctly.  Refer to the **Rehab Referral List Setup** Quickstart for help.

Once the Intake Officer has completed the intake form, a Triage task will populate on the Rehab Referral Task List. Each clinic has their own triage form in the list.

You can click on the *Task Description* heading to sort by the task name, so all your own triage forms are listed together.
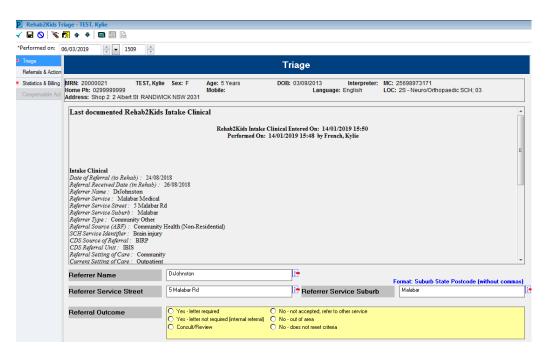


Double click on the patient you want to triage to open their Triage form.  You will see on the left hand side menu that there are four pages to this form.



Some of the information is pre-populated from the Rehab Intake Clinical Form. Please check that this information is correct.

The first page requires you to select whether the referral has been accepted.

- Select the appropriate option in the yellow box.

## *Referrals & Actions Page*

This page of the form allows you to request an appointment, refer the patient to other clinics and document the need for particular health professionals.

Please refer to the **Referrals and Actions Quickstart** for instructions on completing this form (Insert link once finalised).

## *Statistics & Billing Page*

This is the page where you enter your ABF information and Billing information for your patient. Completion of this page is mandatory to be able to sign off the form. Some information is carried across from other forms or pages. Please check that the information is correct.

Please refer to the **Statistics and Billing** for instructions on completing this form (Insert link once finalised).

## *Signing off your Form*

When you have completed all the required fields, click on the tick in the top left corner to sign the form-you will be prompted to enter your password.  This sends the appropriate messages to other Task Lists or Scheduling Request Lists as requested.

If you have left any mandatory fields blank, the system will prompt you.  Please be aware that the pop up box does not clearly tell you which field you have left blank. The screen will re-load to one of the incomplete mandatory fields. Incomplete mandatory fields will have a yellow background.  There will also be a red star next to the page name if there is a mandatory field that is incomplete.