

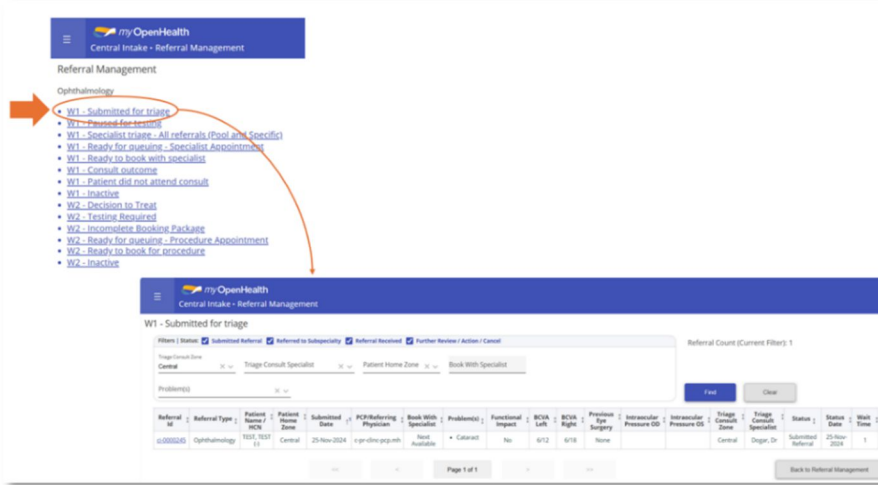
FEBRUARY 14, 2025

W1 - SUBMITTED FOR TRIAGE
OPHTHALMOLOGY SERVICES

CENTRAL INTAKE

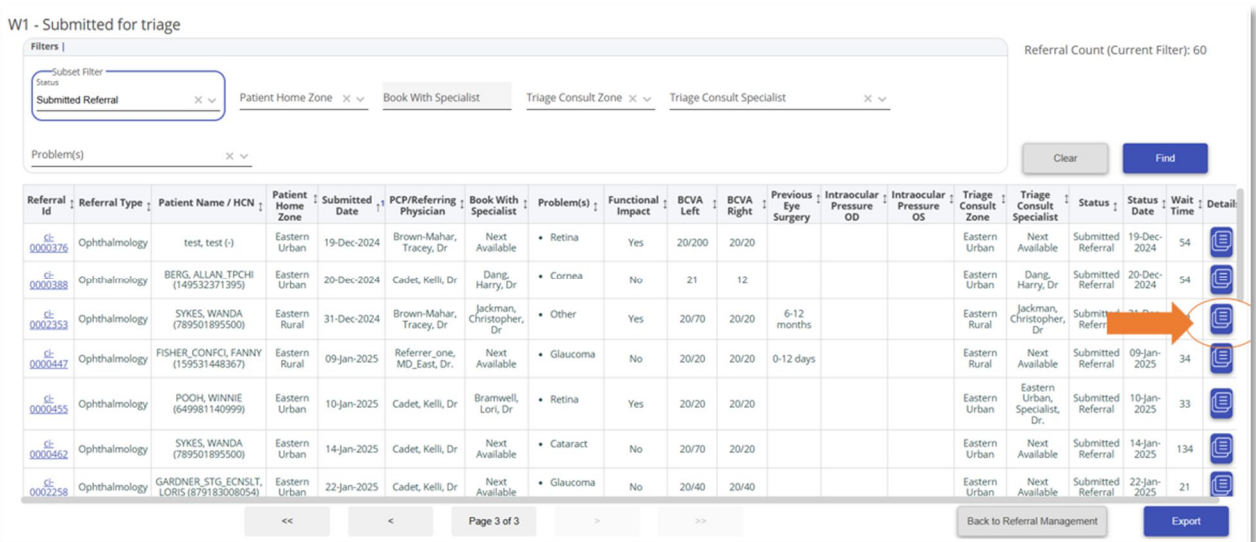


1. **[Central Intake Clinical Staff]** Access Central Intake using **HealthNL** to access the **Central Intake** solution. Refer to the user guide “Accessing the Central Intake Solution” for more information.
2. Navigate to **Referral Management**
3. Click **Submitted for Triage**
4. Validate the default sort is correct (1. Status, 2. Acuity, 3. Date)
5. Select the appropriate patient referral you want to work with and click the link to open the referral.



Referral Id	Referral Type	Patient Name / HCN	Patient Home Zone	Submitted Date	PCP/Referring Physician	Book With Specialist	Problem(s)	Functional Impact	BCVA Left	BCVA Right	Previous Eye Surgery	Intraocular Pressure OD	Intraocular Pressure OS	Triage Consult Zone	Triage Consult Specialist	Status	Status Date	Wait Time
ci-0000245	Ophthalmology	TEST, TEST (-)	Central	25-Nov-2024	c-pr-clinc-ppc.mh	Next Available	Cataract	No	6/12	6/18	None			Central	Dogar, Dr	Submitted Referral	25-Nov-2024	1

6. [Optional] Select the appropriate patient referral using the icon located on the right side of the table / list. This opens the details of the referral that is overlaid with the original list view.



This view allows you to open the referral and maintain the active filter and sort criteria in the background. You can proceed to update the referral, exit the detailed view, and return to the referral management list.

7. Review any details in the referral, as needed, by scrolling through the screen.
8. Scroll to the **Consult Triage Information** section (or click on the option from the menu on the left side).

9. Assign a **Consult Priority** based on Clinical Triage. Click on the drop-down list to select.
10. Click **Save**.
11. Click the **Accept and Prioritize for Consult** button. The Action pop up is displayed. Enter any additional comments.

Workflow

Accept and Prioritize for Consult | Pause for Testing | Assign for Specialist Prioritization | Inappropriate Referral (Triage) (W1-End) | Incomplete Referral (Triage) | Inactive (W1) | Cancel Referral (End)

Action: Accept and Prioritize for Consult

Comments

Override Status Date

Update Status

12. Click **Update Status**
13. Note that the **Status** now appears as **Accepted and Prioritized for Consult** in the **Workflow History** section including the date the status was assigned and who completed the task.

Workflow History

Status	Status Date	Status Updated By	Status Detail
Accepted & Prioritized for Consult	26-Nov-2024	loisgibson	
Submitted Referral	25-Nov-2024	cpclincpmh	
Draft referral	25-Nov-2024	cpclincpmh	