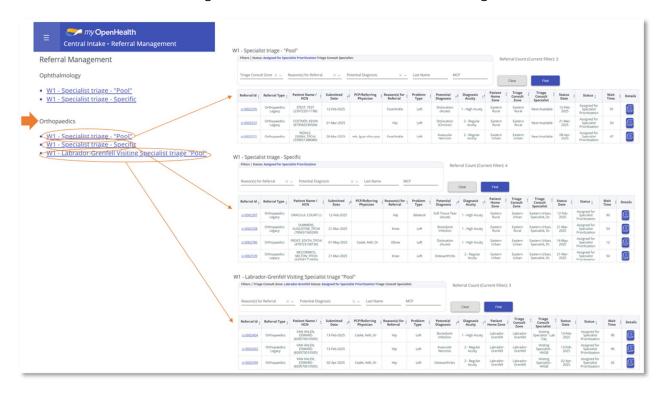
W1 - SPECIALIST TRIAGE ORTHOPEDIC SERVICES

CENTRAL INTAKE



- [Central Intake Orthopedic Specialist] Access Central Intake using Healthe NL 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. Two options are available:
 - a. Click W1 Specialist triage "Pool": This option is a list of referrals that have been submitted by a provider for patient's seeking the next available specialist for consult.
 - b. Click **W1 Specialist triage Specific**: This option is a list of referrals that have been submitted by a provider for a **specific orthopedic specialist** identified for the consultation or those referrals that the Central Intake team cannot prioritize or have been identified as needing further action or cancellation. Not all referrals submitted will be displayed in the list; only those that have a status of **Ready to triage**.
 - c. Click **W1 Labrador-Grenfell Visiting Specialist triage Pool**: This is a list of referrals where the patient's home zone is Labrador-Grenfell zone. Specialists who travel to this region for consults will have access to this triage list.



- 4. The Filters screen is displayed to allow the user to refine the search. If no options are selected, all referrals waiting for triage will be listed.
 - a. **Reason(s) for Referral** Select the specific reason for Referral to view (i.e., elbow, foot, knee, hip etc.) the referrals in both specific and pool.
 - b. **Potential Diagnosis** Select one or more potential diagnosis to view (i.e., Ankylosing Spondylitis, dislocation (acute), bone/joint infection etc.) to be included in the search.
 - c. Last Name Input patient's last name if there is a specific patient in view.



- d. MCP Input patient's MCP if there is a specific patient in view.
- e. **Consult Triage Zone** (for W1 Specialist triage Pool **ONLY**) Select the zone from the list.

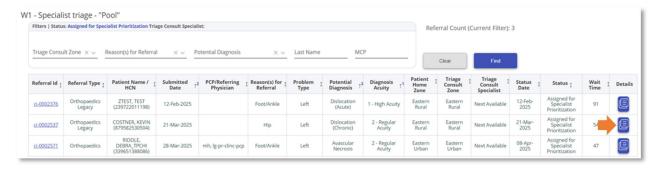


Option 1

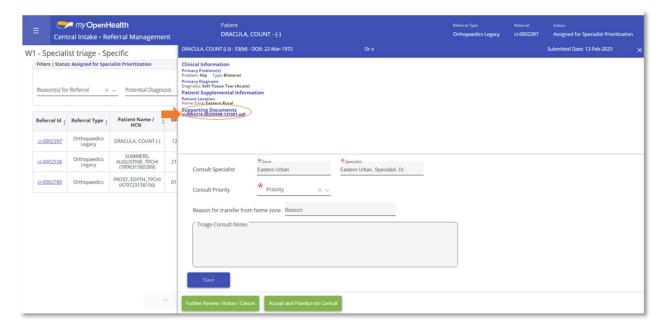
5. From the list of referrals that need triage, click on the **page** icon (under the **Details** column).



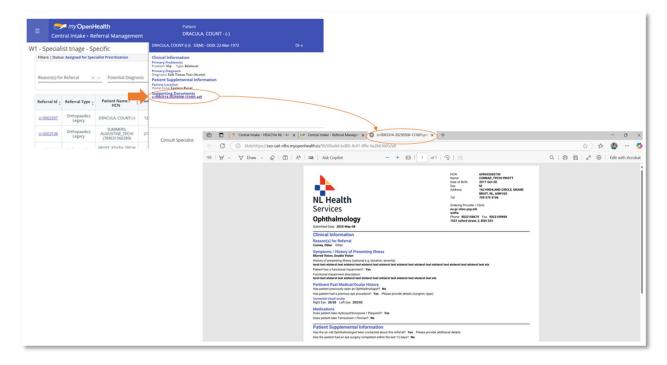
on the right-hand side



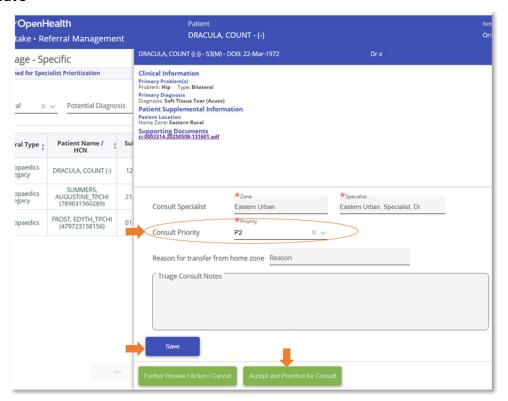
6. A pop-up window appears that provides a summary of the referral information submitted by the provider. Below shows, link(s) to **Supporting Documents**, if any, are listed. **Click the link to open the file in a new tab on your browser.**





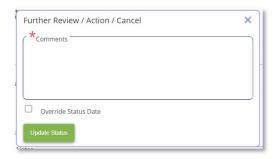


- 7. Assign a Consult Priority based on Clinical Triage. Click on the drop-down list to select.
 - a. Consult Priority
 - b. Reason for transfer from home zone
 - c. Triage consult notes a minimum of five (5) characters must be entered.
- 8. Click Save





- 9. Two options are available:
 - a. **Further Review / Action / Cancel** is chosen when the referral is not ready to be accepted for a consult with the specialist as further actions (i.e., testing, medical management, etc.) may be required. Add notes / additional instructions to the Comments area so the CI team can follow up on the next steps for this referral.



b. **Accept and Prioritize for Consult** is chosen when the referral is accepted as an appropriate referral and for the prioritization process to be triggered to schedule the patient for a consult appointment.

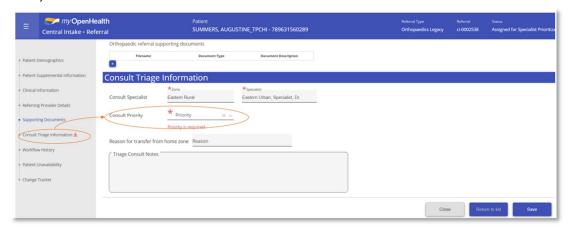


Option 2

10. Select the appropriate patient referral you want to work with and click the link to open the referral.



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

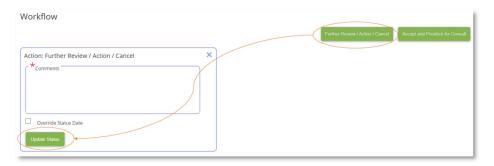




- 13. Assign a **Consult Priority** based on Clinical Triage. Click on the drop-down list to select.
 - a. Consult Priority
 - b. Reason for transfer from home zone
 - c. Triage consult notes a minimum of five (5) characters must be entered.
- 14. Click Save.
- 15. Click the Accept and Prioritize for Consult button.
- 16. 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.



17. If the referral is not ready to be prioritized for consult, then click the **Further Review / Action / Cancel** button. You must enter **Comments** to detail what additional steps are required for follow up on this referral.



18. Click Update Status

