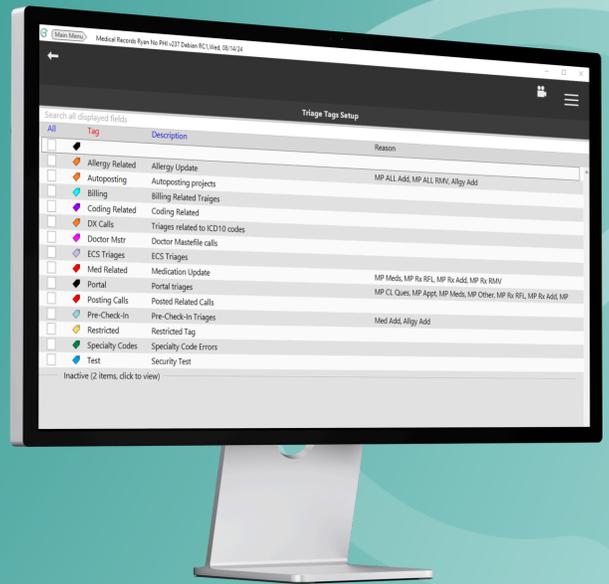# medent

So you need to set up Triage Options in medent.

What's next?

A Triage is a permanent, chronological message within a patient's chart used to quickly document, communicate, and resolve patient issues.

Triage Reason Codes are an optional setup area that allow practices to define message types and enable reporting. Triage Forms can also be used to guide questions, supporting consistent clinical documentation.

Triage Reason Codes

Medical Records › Medical Records Setup › Messaging › Triage Options › Triage Reason Codes

- **New** Create a Triage Reason Code
- **Deactivate** Deactivate a Triage Reason Code
- **Log** View the history of a Triage Reason Code (i.e. who created the code)

New Triage Reason Code

- **Code**: Enter Triage Reason Code
- **Description**: Enter a description of the code
- **Subject**: Defaults the subject line when selecting this Triage Reason Code
- Click **Form** to select a pre-built Triage Form or click **Reference New Form** to create a new Triage Form.
- Click **Triage Rating** to set a default rating. Normal is the default.
- Click **Color** to assign a color to the reason code.
- Click **Default Tag(s)** to assign Triage Tag(s). Tags can help filter, sort or search for triages.
- Check the box next to **Med Type** to flag the triage as a medication request.
- Check the box next to **Hide in Lookup** to hide the code. It can only be accessed by clicking ☰ in the lookup and selecting **Show Hidden Note**.
- Click **Closing Component** to assign a component that will pop up for the user to answer upon closing the triage.
- Click ☑ to save.

New Triage Forms

Medical Records › Medical Records Setup › Messaging › Triage Options › Triage Forms

- Click **New**.
- Enter a code for the new form (i.e. PDMP QUERY)
- Enter a description (i.e. NYS PDMP QUERY - ISTOP)
- **Setup** Form Code, Descriptoin, Font, Margins, etc.
- **FormatItem** Select a formattable item. These fields pull patient info or info from the chart into the form, such as Allergies, Insurance, Medications, etc.
- **GotoPos** Go To Position is a place holder for the cursor. Click F6 to jump to next Go To Positions.
- **Import/Insert** Add things to the form such as check boxes, numeric input, text boxes, selection components, etc.
- Click ☑ to save.

New Triage Tags 🏷️ **Billing Related**

Medical Records › Medical Records Setup › Messaging › Triage Options › Triage Tags

- Click **New**.
- Name the Tag (i.e. Billing)
- Provide a description (i.e. Billing Related Triages)
- Click **Color** to assign a color to the tag.
- Click **Restrict User Access** to exclude selected users from a triage with this tag.
- Click **Default Reason Code** to link Triage Reason Code(s) to this tag. This tag will automatically apply to a Triage using the code(s) selected here.