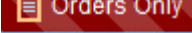
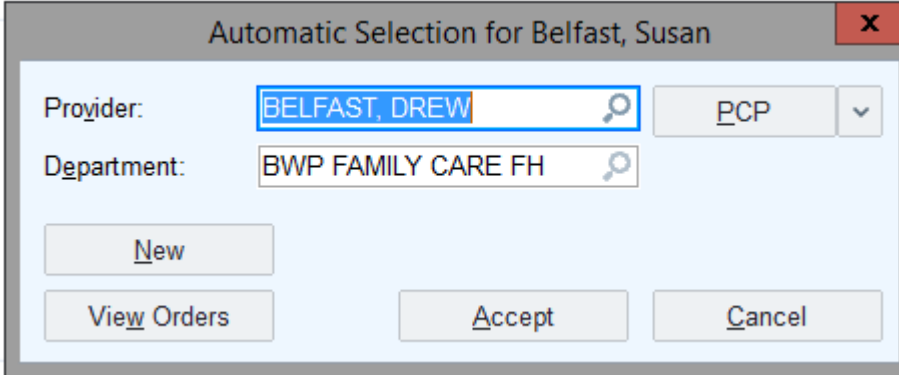


CAD – Scheduling and Registration 300

Ex 2: Entering an Orders Only Encounter

1. Click on  in the Epic Hyperspace toolbar.
2. Locate your patient.
3. Enter your provider. If you are in a PCP office referring to a specialist office you can click the PCP button.



Automatic Selection for Belfast, Susan

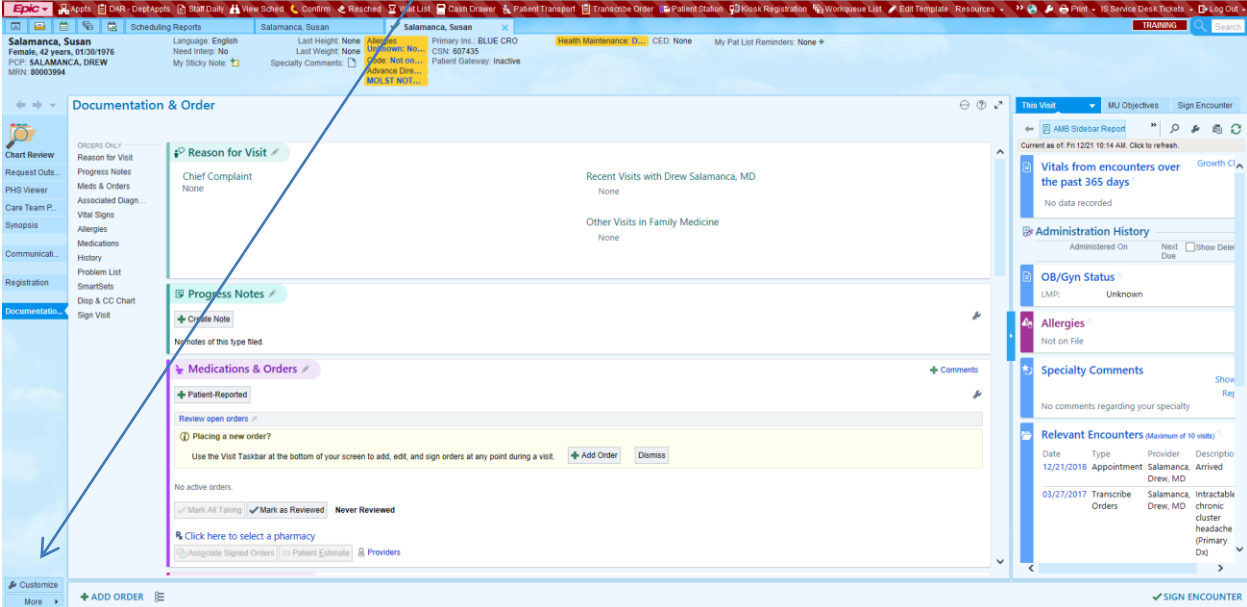
Provider: BELFAST, DREW PCP

Department: BWP FAMILY CARE FH

New

View Orders Accept Cancel

4. Click View Orders to make sure the patient doesn't already have open orders. If the patient doesn't have open orders the button will disappear. Click Accept.
5. In the Reason for Visit section enter a Chief complaint.
6. In the Visit Taskbar at the bottom of the window click the add order button.



The screenshot shows the Epic EMR interface for patient Salamanca, Susan. The 'Orders Only' button is highlighted in the top toolbar. The 'Reason for Visit' section is active, showing 'Chief Complaint' as 'None'. The 'Medications & Orders' section is also visible, with a yellow banner indicating 'Placing a new order?' and a yellow arrow pointing to the 'Add Order' button in the bottom taskbar.

Salamanca, Susan
Female, 42 years, 01/30/1976
PCP: SALAMANCA, DREW
MID: 8003984

Language: English
Need Intep: No
My Sticky Note

Last Height: None
Last Weight: None
Specialty Comments:

Primary Ins: BLUE CRO
CSN: 607435
Patient Gateway: Inactive

Health Maintenance: 0
CED: None
My Pat List Reminders: None +

Documentation & Order

Reason for Visit

Chief Complaint
None

Recent Visits with Drew Salamanca, MD
None

Other Visits in Family Medicine
None

Progress Notes

Medications & Orders

Review open orders

Placing a new order?
Use the Visit Taskbar at the bottom of your screen to add, edit, and sign orders at any point during a visit. Add Order Dismiss

No active orders.

Mark All Taken Mark as Reviewed Never Reviewed

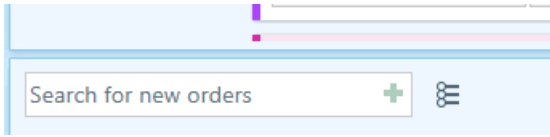
Click here to select a pharmacy

Associate Signed Orders Patient Estimate Providers

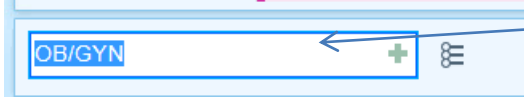
ADD ORDER

SIGN ENCOUNTER

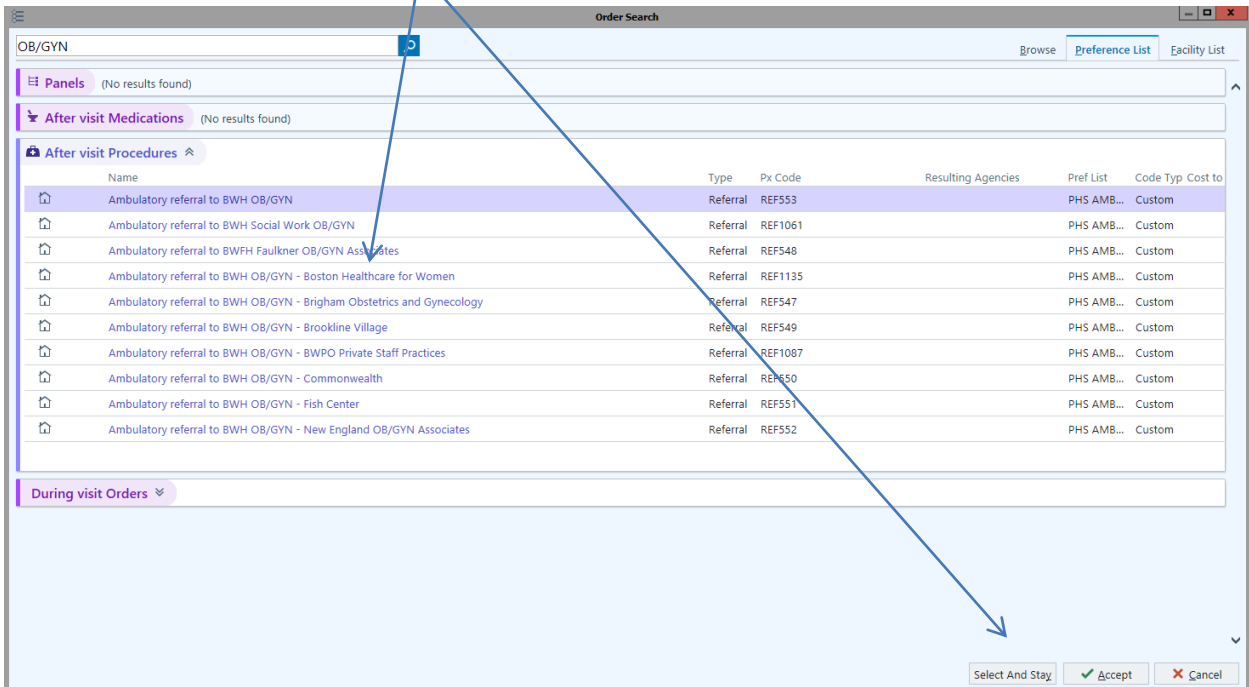
7. Search for the provider, specialty or referral number (if known) for where the patient is being referred to:



8. You can enter the specialty of the code of the referral if known, then hit enter or click search button



9. Select the appropriate provider/location from the list and click accept



10. Depending on the type of referral additional fields may be required. The Order composer will pop up a window for you to complete these fields

Ambulatory referral to BWH OB/GYN - Brigham Obstetrics and Gynecology Accept Cancel

Class: Internal Ref **Internal Referral**

Referral: Priority: **Within 3 days (urgent)** Within 2 weeks Within 1 month Elective

To provider:

To prov spec: Obstetrics and G

Location: 850 Boylston 500 Brookline **Foxborough** Fish Center

Specialty Visit: **New Patient** Established Patient

Reason for Referral: Consult - non-pregnant Consult - pregnant Newly pregnant Transfer of care Nutrition Only

Add Free Text

Patients LMP:

Known Medical/Maternal Risk Factors:

Is the patient pregnant? **Yes** No

What is the estimated delivery date?

/referring provider would like to be notified via In Basket in the event an appointment cannot be scheduled for this patient: **Yes** No

Sched Inst.: For the e-consult question, click "Yes" ONLY if you have a clinical question you would like answered directly by a specialist in your In Basket...

Show Additional Order Details

Next Required Accept Cancel

Ambulatory referral to BWH OB/GYN - Brigham Obstetrics and Gynecology Accept Cancel

Class: Internal Ref **Internal Referral**

Referral: Priority: Within 1 month **Within 3 days (urgent)** Within 2 weeks **Within 1 month** Elective

To provider:

To prov spec: Obstetrics and G

Location: 850 Boylston 500 Brookline **Foxborough** Fish Center

Specialty Visit: **New Patient** Established Patient

Reason for Referral: Consult - non-pregnant **Consult - pregnant** Newly pregnant Transfer of care Nutrition Only

Add Free Text

Patients LMP: 11/5/2018

Known Medical/Maternal Risk Factors: none

Is the patient pregnant? **Yes** No

What is the estimated delivery date? 6/21/2019

/referring provider would like to be notified via In Basket in the event an appointment cannot be scheduled for this patient: **Yes** No

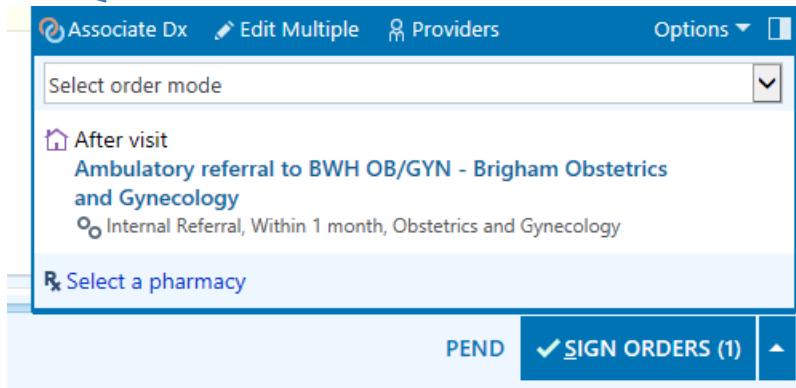
Sched Inst.: For the e-consult question, click "Yes" ONLY if you have a clinical question you would like answered directly by a specialist in your In Basket...

Show Additional Order Details

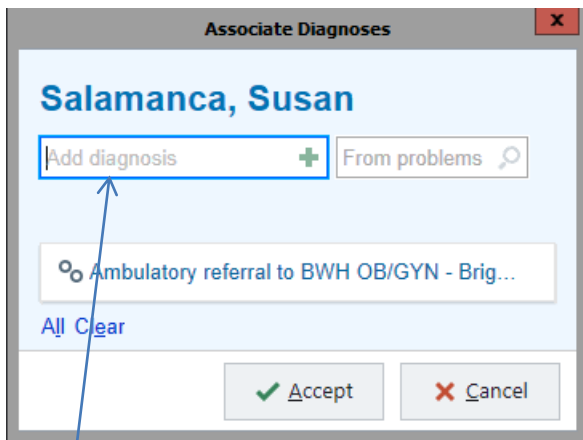
Next Required Accept Cancel

- a. Once all required fields have been completed click accept

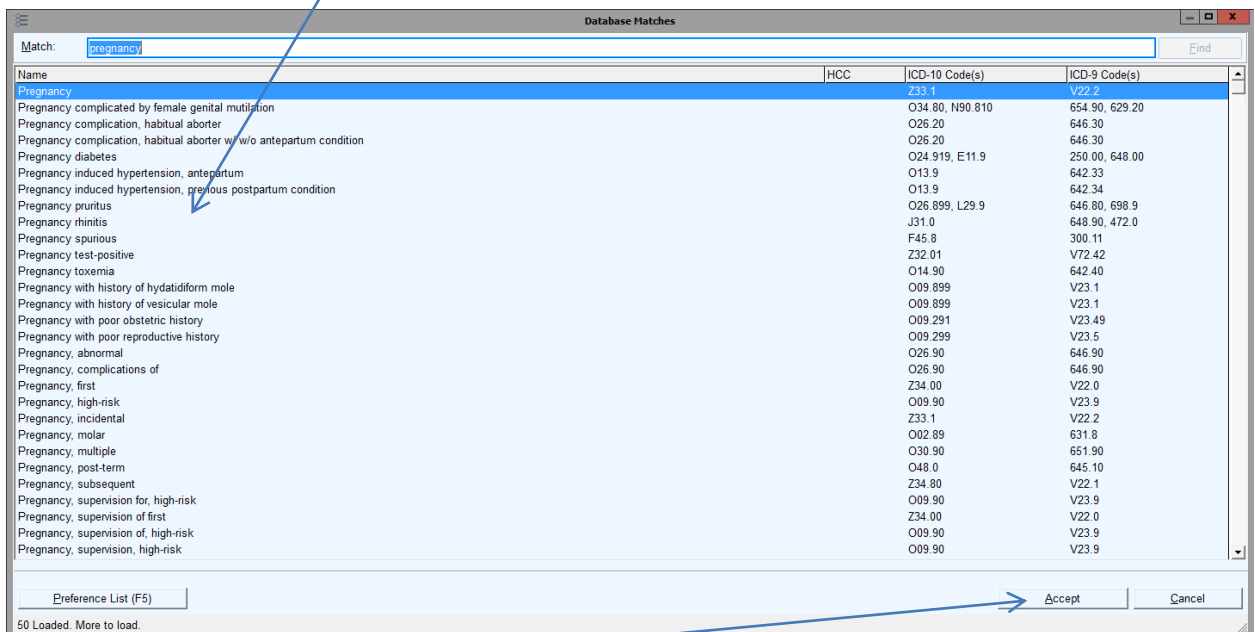
11. Next you must associate a diagnosis with the order, by clicking Associate Dx



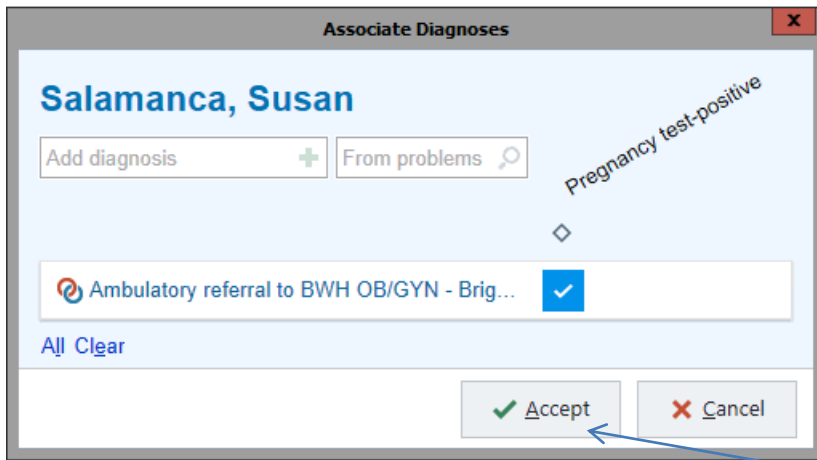
a. The associate diagnosis screen will appear



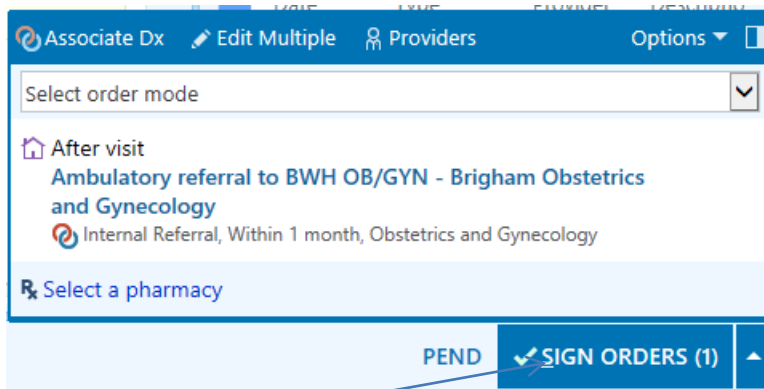
b. Add the appropriate diagnosis for the referral by entering in the box and clicking the green plus sign to search. Choose the appropriate diagnosis from the list.



c. Click accept



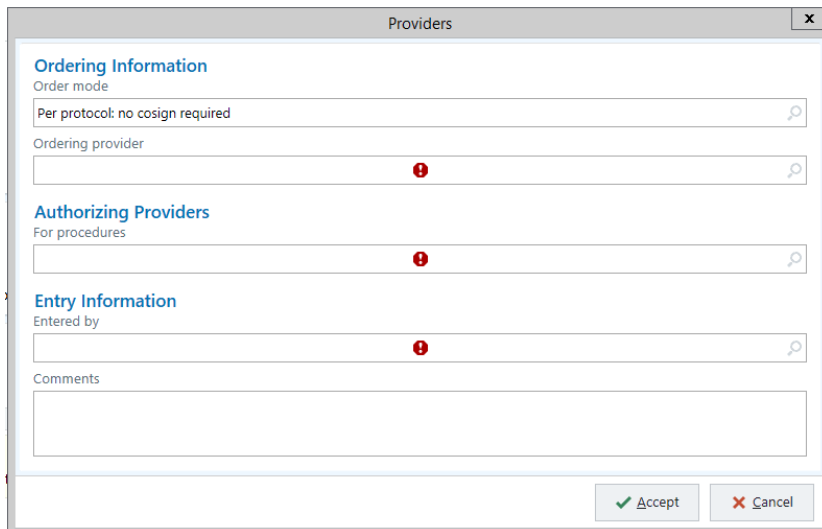
d. This pulls the diagnosis into the Associate Diagnosis screen; click the check box to add it to the order



e. Click sign orders

12. In the Providers Pop-up window

- a. Order Mode field: Per Protocol: Cosign Not Required in
- b. Enter your provider's name in the Ordering and authorizing provider fields
- c. Entered by field : Order Mode, Support Staff.
- d. Click Accept



13. The order will now appear in the patients chart.

The screenshot displays the Epic EMR interface for patient Susan Salamanca. The main content area is titled 'Documentation & Order' and is divided into several sections: 'Reason for Visit', 'Progress Notes', and 'Medications & Orders'. The 'Medications & Orders' section is currently active, showing a list of 'Outpatient Procedures Ordered This Visit'. One order is listed: 'Ambulatory referral to BWH OB/GYN - Brigham Obstetrics and Gynecology' with a frequency of 'Internal Referral, Within 1 month, Obstetrics and Gynecology'. A yellow callout box with the text 'Placing a new order?' and 'Use the Visit Taskbar at the bottom of your screen to add, edit, and sign orders at any point during a visit.' is visible. A blue arrow points from the text '13. The order will now appear in the patients chart.' to the 'Add Order' button in this callout. The right sidebar contains several panels: 'Vitals from encounters over the past 365 days', 'Administration History', 'OB/Gyn Status', 'Allergies', 'Specialty Comments', and 'Relevant Encounters'. The bottom right corner of the interface features a 'SIGN ENCOUNTER' button.

14. Click Sign Encounter –