Community User - Orders

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Placing Orders

Place a new order

1. Select the **Patient** tab and click **Order Entry**.
2. Select an ordering clinic and authorizing provider and click **Accept**.
3. Click **Preference List** to see a list of available orders.
4. Select the check box next to each order that you want to place.
    - Use the subsections in the left pane to filter orders by type.
    - Use the search bar at the top of the activity to look up an order by its name. Click **Select And Stay** to select an order and continue searching for more.
5. Click **Accept** to review a list of your orders and make any necessary changes before signing them.
6. If there's a required ( ) or recommended ( ) icon next to an order, you can enter more information. Click an order's name to edit details like quantity or associated diagnoses.
    - For a procedure order, you can attach a file, such as a scanned image, to the order.
    - To associate a diagnosis with a single order, either select the check box for a recent diagnosis in the **Dx Association** section or enter a new diagnosis in the **Add a new diagnosis** field and press **Enter**.
7. Accept and sign the orders.
8. If there's decision support associated with any of the orders, select a follow-up action and click **Accept**.
9. Enter your password if prompted and click **Accept**.

If you already know the name of the order in EpicCare Link, you can search for it in the **New procedure** field instead of opening the Preference List. Enter a partial word in a field instead of a whole word to reduce the amount of time you spend typing.

For example, entering "gluc" in the **New procedure** field in Order Entry shows you all of the procedures beginning with "gluc. "You can use this shortcut for any information that is stored in the database, such as procedures and other providers' names.

Follow up on an Advanced Beneficiary Notice (ABN)

When you sign an order for a patient with Medicare, you might get a warning that the order isn't covered for the associated diagnosis. You can generate an Advanced Beneficiary Notice (ABN) form for the patient to sign. By signing this form, the patient agrees to cover the cost of the order.

1. When the ABN warning appears, click **Attached Advance Notice Waiver Form**. An Advance Notice form appears, which includes the estimated cost of the order at the bottom of the form.
2. After discussing the advanced notice with the patient, update the **Notice status** field to indicate whether the form was signed, refused, or printed.
3. Click **Print** if you want to print the form now. Otherwise, your support staff or clinic manager can get the patient's signature.

Save an order for later

Pend an order to save it for later. For example, you might pend an order if you need to review information in the patient's chart before you finish filling out the order details.

> Refer to Place a new order for more information about placing orders.

1. From the Order Entry activity, select the order that you want to place.
2. Click the order name to edit its details as needed.
3. Click **Pend Orders**.

Continue a pended order

When you return to the Order Entry activity, you can resume any orders that you pended. You can also see orders that were pended by other people at your site. For example, you might have support staff who prepared an order for you to sign.

Click **Continue Order** to resume editing a pended order.

> You can jump to the Order Entry activity from your In Basket to edit a pended order.
>
> From your **My Unsigned Orders** In Basket folder, click **Order Entry**.

Associating diagnoses for multiple orders

You can:

- Associate all of the patient's orders with all of the patient's diagnoses by clicking **Associate All** on the Diagnosis Associate page.
- Manually associate orders and diagnoses by selecting the appropriate check boxes.
- Select a problem from the Quick Picks list, which includes the patient's problems and recently-used diagnoses, and click the left arrow ( ) icon to add the problem as a diagnosis for the encounter.
- Remove a diagnosis from the Diagnoses list by selecting the diagnosis and clicking the delete the selected diagnosis ( ) icon.

Cancel a signed order

1. Select the **Patient** tab and click **Order Review**.
2. Select and cancel the order.
3. Enter a reason for canceling and click **Accept**.

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