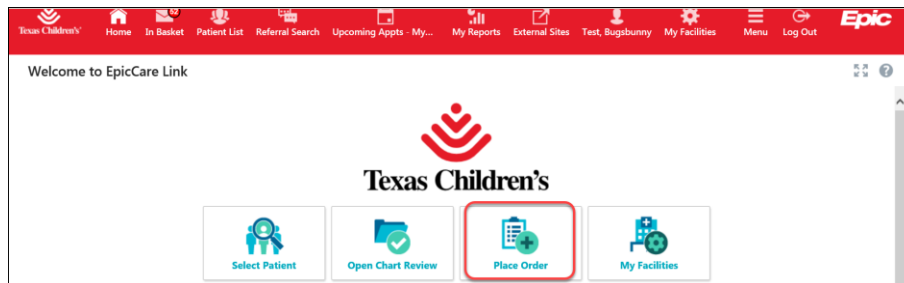


ENTERING ORDERS

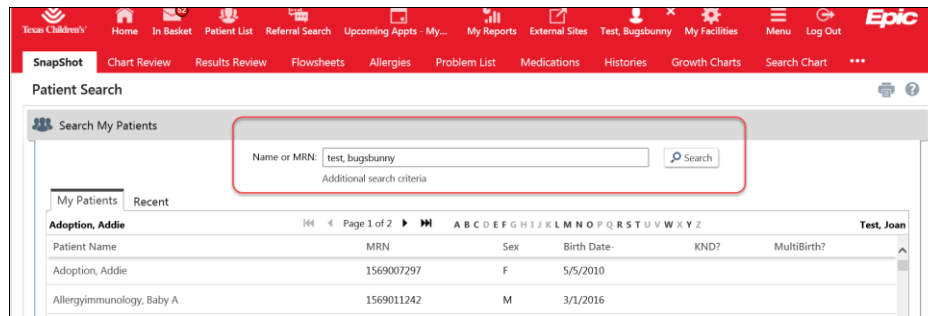
When placing an order in EpicCare Link, the user may begin the process by either finding the patient first and then clicking on Orders from the Activities section, or by clicking “Place an Order” from the Home Page. For training purposes an order will be placed from the Home Page.

To enter an Order from the Home Page:

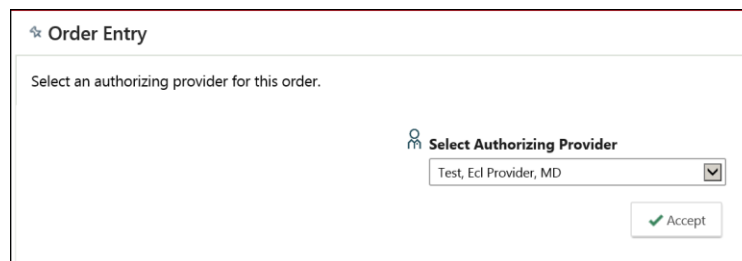
1. Click **Place Order**.



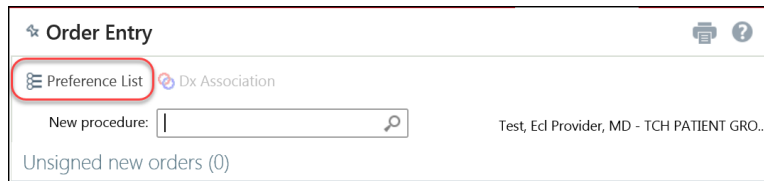
2. If your patient is located in the **My Patients** list, you can click his name. If not, type the patient's name in the Search box, and click **Search**.



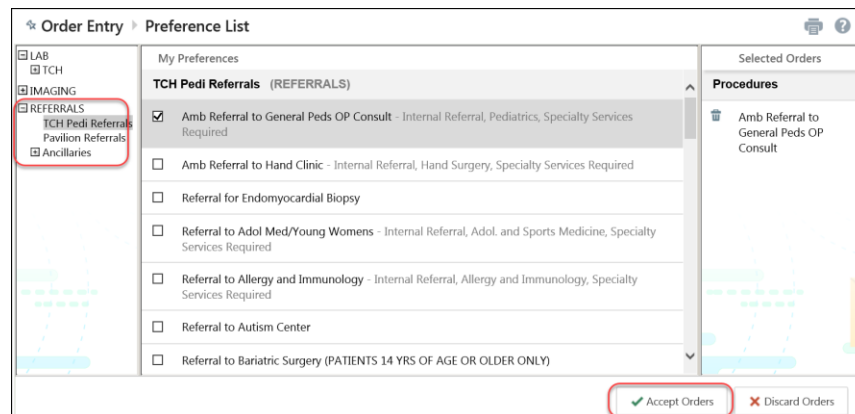
3. Ensure the documented **Authorizing Provider** is correct; if not document correct information.
4. If correct, click **Accept**.



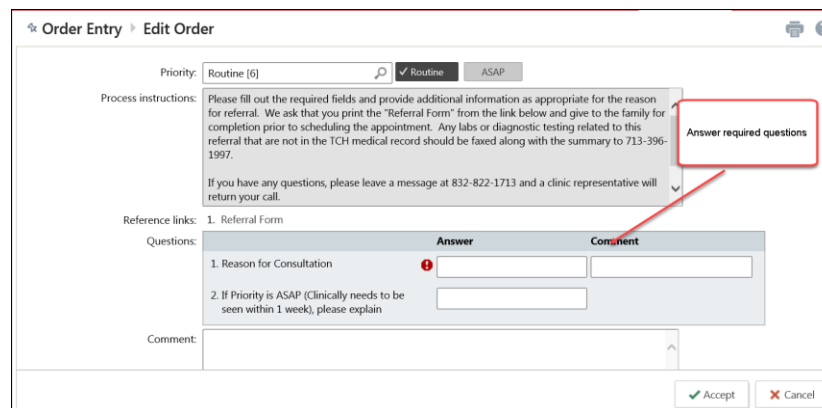
5. Open the **Preference List**.



6. Click the **category** of the desired order and find the specific order to placed. **Note:** *More than one order may be entered from more than one Order Category. For example, you may place a referral to a specialty clinic as well as an order for Diagnostic Imaging or Lab procedures. For training purposes, the steps and images below are for a referral to Gen Peds Outpatient Consult.*
7. Click on the **selected order**.
8. Once the order(s) have been selected, click **Accept**.



9. Fill in any fields the order requires and click **Accept**.

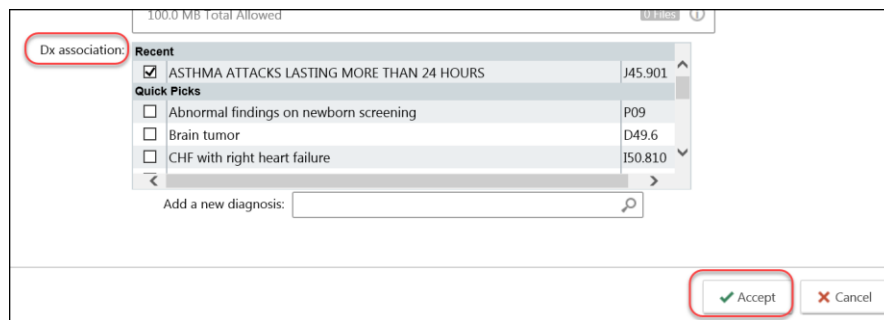


Note: Some orders, such as the referral orders to specialty clinics, allow you to attach supporting clinical documentation directly to the referral. To do so, select the **Add files** button within the referral fields and follow prompts.



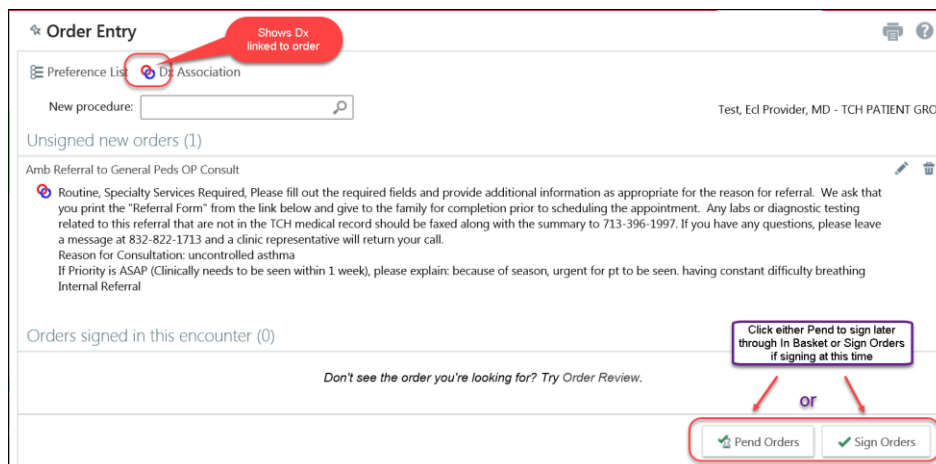
10. Click **Dx Association** to associate a diagnosis to the order.

11. Once diagnosis is added click **Accept**.



12. The order will show the diagnosis linked to the encounter with the two rings.

13. Click **Pend** if wanting to Pend the order and sign later, or **Sign** if wanting to sign at this time.



14. If Pended, the order is automatically routed to the provider's In Basket for signature.

Signing a Pended Order

Orders entered and pended by providers and/or clinical staff users will route to the provider for signature before processing to Texas Children's Hospital for intake. **All pended orders must receive a provider's signature to be completed.**

The provider will find pended orders in his In Basket folder labeled "My Unsigned Orders". To sign the order the provider will:

1. Open **In Basket**.
2. Open **My Unsigned Orders** folder.
3. Click on the **selected order**.
4. Click **Order Entry**.
5. Click **Sign Orders**.

