

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**.

Children's'	Home In Basket	W Patient List Re	eferral Search	Upcoming Appts - N	Ay My Reports	External Sites	Test, Bugsbunny	My Facilities	Menu Log Out	Epic
apShot C	hart Review	Results Review	Flowsheets	Allergies	Problem List	Medications	Histories	Growth Charts	Search Chart	
tient Searc	h									ē 0
🖁 Search My	Patients									
		Nam	e or MRN: test,	bugsbunny				O Search		
	_		Addit	ional search criteria						
My Patients	s Recent									
Adoption, Add	lie		144 4 1	Page 1 of 2 🕨 🗰	ABCDEFG	HIJKLMNO	PQRSTUVW	XYΖ		Test, Joan
Patient Name	9			MRN	Sex	Birth D	Date-	KND?	MultiBirth?	^
				1500007007	r	E /E /200	10			
Adoption, Adv	die			1269001591	F	5/5/20	10			

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

☆ Order Entry		
Select an authorizing provider for this order.		
	O M Select Authorizing Provider	
	Test, Ecl Provider, MD	>
		🗸 Accept

5. Open the Preference List.

Entering and Signing Orders in EpicCare Link: Providers Epic Training



☆ Order Entry		ē ()
E Preference List O Dx Association		
New procedure:	Ç	Test, Ecl Provider, MD - TCH PATIENT GRO
Unsigned new orders (0)		

- 6. Click the **category** of the desired order and find the specific order to placed. <u>Note:</u> 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.

☆ Order Entry →	Pref	erence List			ē 0
	My	Preferences	Selected Orders		
IMAGING	тсн	Pedi Referrals (REFERRALS)	^	Pro	cedures
REFERRALS TCH Pedi Referrals Pavilion Referrals		Amb Referral to General Peds OP Consult - Internal Referral, Pediatrics, Specialty Services Required		ŵ	Amb Referral to General Peds OP
Ancillaries		Amb Referral to Hand Clinic - Internal Referral, Hand Surgery, Specialty Services Required			Consult
		Referral for Endomyocardial Biopsy			
		Referral to Adol Med/Young Womens - Internal Referral, Adol. and Sports Medicine, Specialty Services Required			
		Referral to Allergy and Immunology - Internal Referral, Allergy and Immunology, Specialty Services Required			
		Referral to Autism Center			
		Referral to Bariatric Surgery (PATIENTS 14 YRS OF AGE OR OLDER ONLY)	~		
		✓ Ассер	t Orde	ers	× Discard Orders

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

☆ Order Entry ▷ Edit Ord	er			ē	0
Priority:	Routine [6]	ASAP ASAP			
Process instructions:	Please fill out the required fields and provide for referral. We ask that you print the 'Referr completion prior to scheduling the appointm referral that are not in the TCH medical record 1997. If you have any questions, please leave a mes- return your call.	additional information as appropria al Form" from the link below and gi nt. Any labs or diagnostic testing : I should be faxed along with the su age at 832-822-1713 and a clinic n	te for the reason ve to the family for related to this mmary to 713-396- epresentative will	d questions]
Reference links:	1. Referral Form				
Questions:		Answer	Comment		
	 Reason for Consultation If Priority is ASAP (Clinically needs to be seen within 1 week), please explain 	9]]		
Comment:			^		
			✓ Accept	× Cano	el



<u>Note</u>: 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.

Attach files:	Add files	
	100.0 MB Total Allowed	0 Files (i)
Dx association:	Quick Picks	<u> </u>

- 10. Click Ox Association to associate a diagnosis to the order.
- 11. Once diagnosis is added click **Accept**.

	100.0 MB Total Allowed	0 Files	
Dx association:	cent		
	ASTHMA ATTACKS LASTING MORE THA	N 24 HOURS J45.901	
	ick Picks		
	Abnormal findings on newborn screenir	PO9	
	Brain tumor	D49.6	
	CHF with right heart failure	I50.810	×
	ζ	>	
	Add a new diagnosis:	Q	
			Accept X Cancel

- 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.

🌣 Order Entry	Shows Dx linked to order	ē	?
E Preference Lis D	Association		
New procedure:	P Test, Ecl Provider, MD - TC	H PATIEN	T GRO
Unsigned new order	·s (1)		
Amb Referral to General Peo	Is OP Consult	1	D
a message at 832-822 Reason for Consultati If Priority is ASAP (Clir Internal Referral	Table are not in the furn measure record should be laked along with the summary to 713-336-1397. If you have any questions, please -1713 and a clinic representative will return your call. on: uncontrolled asthma nically needs to be seen within 1 week), please explain: because of season, urgent for pt to be seen, having constant difficulty breathi	ng	
Orders signed in this	s encounter (0) Click either Pend to s through In Basket or Si	sign later gn Orders	
	Don't see the order you're looking for? Try Order Review.		
	🖈 Pend Orders	Sign Orde	rs

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.

Ad Hoc My Unsigned Orders	New Msg Refresh Visit Date	Sorter Entry Search Patient Frest, Bugsburry 'Buggy'	Sort Properties Received Date 07/15/2020	Encounter Type Community Orders	Encounter Provider Test, Ed Provider, MI	IB Recipient D MY IN BASKET				
	Message Patient	Bugsbunny Test "Buggsy" Male (1), 11 y.a. 8/14/2008	SnapShot Chart * Order Entry E Preference List New procedure: Unsigned new order	Review Results Review Dx Association lers (1)	Flowsheets	Allergies Problem List	Medications	Histories	Order Entry	- TCH PATIENT GRO
	Bugsburny Test "Bug Male: 11 yo, 8/14/200 MRN: 1569006427	Mine Loodoot// Needs herperet: English Search Chart D Ferrior, March Mine Upload document C Upload document	Amb Referral to General Routine, Specialty: the "Referral form are not in the TCH representative will	Preds OP Consult Services Required, Please fill out th from the link below and give to t medical record should be faxed a return your call	he required fields an he family for comple ong with the summa	d provide additional information as tion prior to scheduling the appoint any to 723-396-1997. If you have an	appropriate for t Itment. Any labs y questions, plea	he reason for refe or diagnostic testi se leave a messag	ral. We ask that you ng related to this ref e at 832-822-1713 ar	y print ierral that d a clinic