

Radiology and Referral Order Initiation for Clinical Staff

Intergr Practice Management, Ambulatory JOB AID

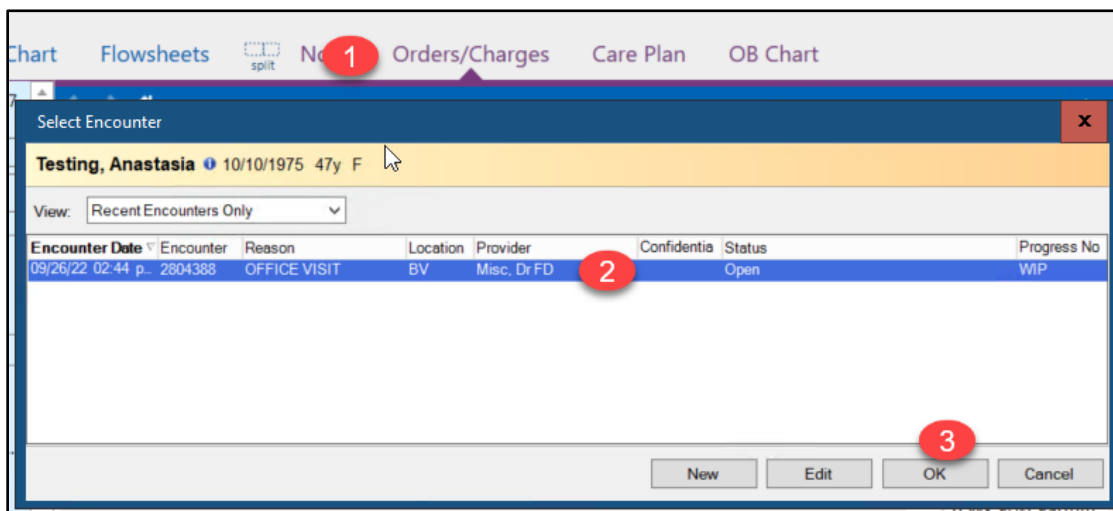
Initiating a Radiology or Referral Order

In the patient chart:

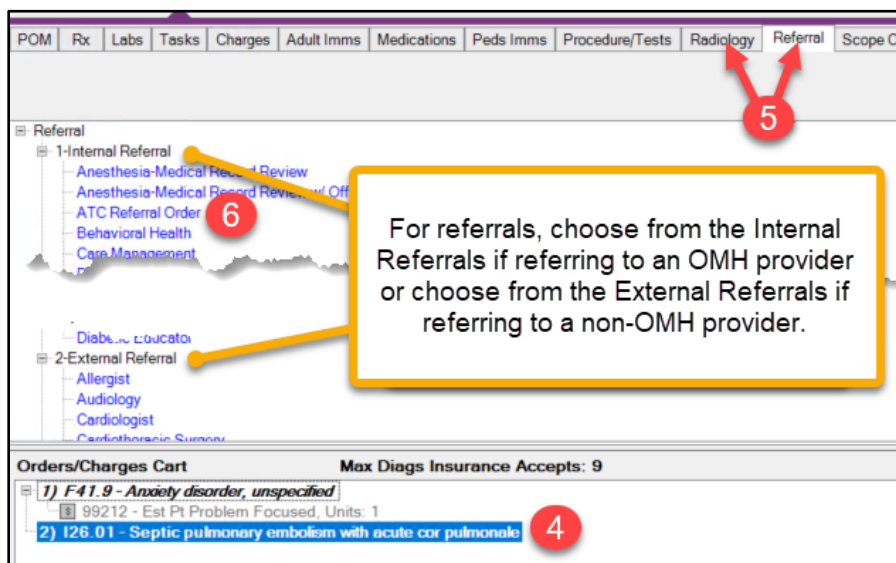
1. Go to Orders/Charges.

If an encounter was not previously selected, the Select Encounter window will open.

2. Select the encounter associated with the order.
3. Click OK.



4. In the Orders/Charges Cart, highlight the diagnosis related to the order.
5. Click on the appropriate order category tab.
6. Select the order type.



Radiology and Referral Order Initiation for Clinical Staff

Intergr Practice Management, Ambulatory JOB AID

The Order Group Details window will open.

7. For referral orders, select the provider the patient is being referred to.
8. Complete Ask at Order Entry questions.
9. Select Send Request to User for Completion.
10. Select yourself as the To User.
11. Uncheck Print on Save.
12. Check Send Sign Task to Provider.
13. Click OK.

Orders Group Details 10/10/1975 47y F

Order Group for Referral - 1-Internal Referral Request Pending

Provider: **Dr Misc FD** Priority: 2

Diagnosis: I26.01 - Septic pulmonary embolism with acute cor pulr

Facility: Otsego Memorial Hospital

To Provider: **7** Katona, Michael D. NP

Authorization: **8**

ATC Referral Order

| | | |
|--|--------------------------------------|------------------------------------|
| * Atrial Fibrillation | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Atrial Flutter | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * DVT Upper Extremity | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * DVT Proximal Lower Extremity | <input checked="" type="radio"/> Yes | <input type="radio"/> N |
| * Cerebral Artery Occlusion w/Infarct | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Transient Cerebral Ischemic | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Myocardial Infarction Unspec Episode | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Abnormal Coagulation Profile | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Antiphospholipid Ab Syndrome | <input type="radio"/> Yes | <input checked="" type="radio"/> N |
| * Protein C/ Protein S Deficiency | <input type="radio"/> Yes | <input checked="" type="radio"/> N |

Order was relayed: Verbally

When Save Order: **9** Send Request to User for Completion Mark as Ordered Mark as Resulted Close Order

To User: **10** Judy Malak Task Due: 10/20/22

Print On Save Send Sign Task to Provider **11** **12** **13** Add Notes OK Cancel

An Order Request Task will be Created

Do not select a to provider for radiology orders. For referral orders, if a specific provider is not preferred, a specialty rather than a provider can be selected i.e., orthopedics, general surgery, endocrinology, etc.

Ask at Order Entry questions with a red asterisk are required.

14. Click Save.

Orders/Charges Cart Max Diags Insurance Accepts: 9

1) F41.9 - Anxiety disorder, unspecified

2) 126.01 - Septic pulmonary embolism with acute cor pulmonale

Referral - 1-Internal Referral Due: 10/20/22, Pri: 2, Fac: Otsego Memorial Hospital, Ref Prov: Katona, Kerri A. PAC

ATC Referral Order

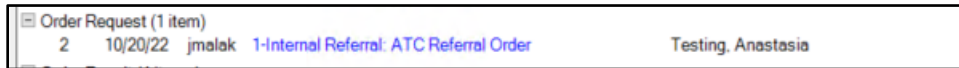
Details Remove Consult CDSM AUC Fields Update Problems Health DUR **14** Save Cancel

Radiology and Referral Order Initiation for Clinical Staff

Intergr Practice Management, Ambulatory JOB AID

The provider will be sent an Order task to approve the order.

You will receive an Order Request task. Leave this task on your list until the signed order is returned to you.

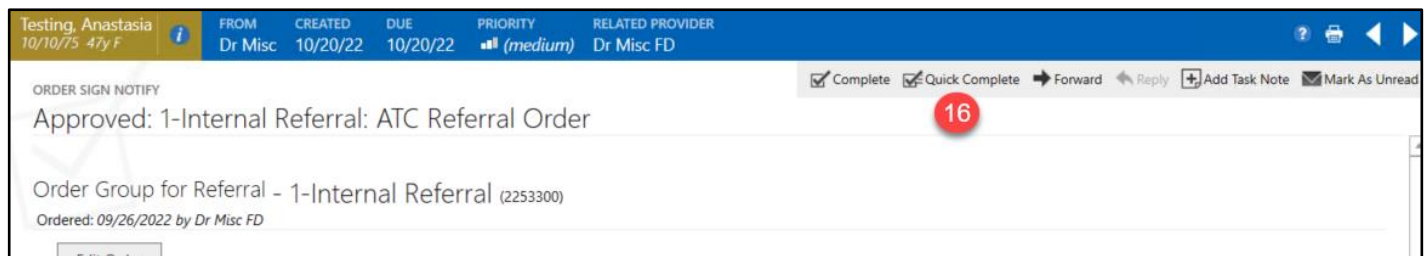


When the provider approves the order, you will receive an Order Sign Notify task.

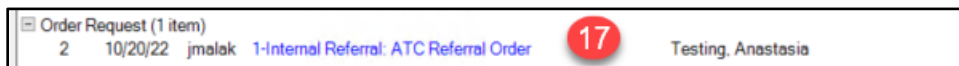
15. Click the Order Sign Notify task to open it.



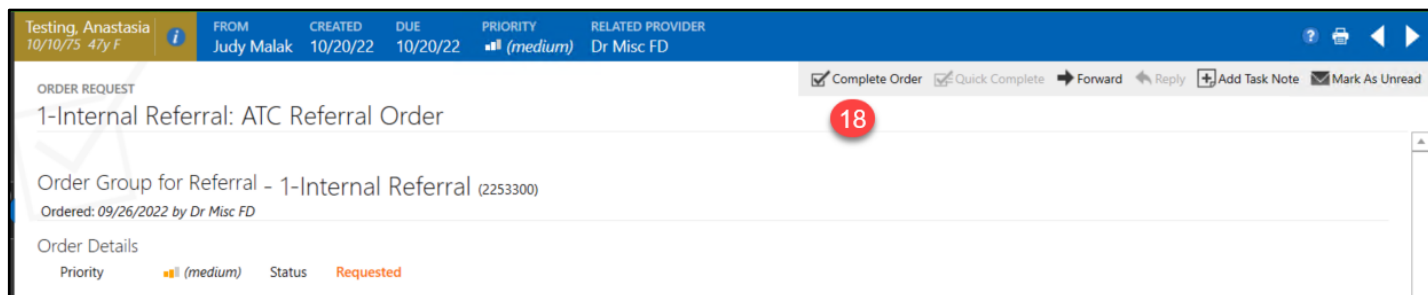
16. Quick Complete the Approved Order Sign Notify Task.



17. Click the Order Request task to open it.



18. Choose Complete Order.



Radiology and Referral Order Initiation for Clinical Staff

Intergy Practice Management, Ambulatory JOB AID

The Orders Group Details screen will open.

19. Click Mark as Ordered.
20. Check Print on Save.
21. Click Save.

Orders Group Details

Testing, Anastasia 10/10/1975 47y F

Order Group for Referral - 1-Internal Referral Requested

Provider: **Dr Misc FD** Signed Priority: 2 Ordered: 09/26/22 Order #: 2253300

Diagnosis: (26.01 - Septic pulmonary embolism with acute cor pulmonale) Requires Results: Results Due: 10/20/22

Facility: Otsego Memorial Hospital Instructions:

To Provider: Katona, Michael D. NP

Authorization #:

Buttons: Orders, Ask at Order Entry, Notes

Order: AU Result Status

ATC Referral Order

Buttons: Result, Remove Order, AUC Fields

Order was relayed: Verbally 19

On Save Order: Keep as Requested Mark as Ordered Mark as Resulted Close Order 21

Print On Save 20

Buttons: Add Notes, Save, Cancel

Order Request Task will be Completed

The Clinical Correspondence window will open.
The referral correspondence will be sent to the referral clerk via task.

22. Assign to the clinic's referral clerk.
23. Task notes to the referral clerk can be added.
24. Click OK.

The referral task with the correspondence will be sent to the referral clerk for processing.

Clinical Correspondence

Testing, Anastasia 10/10/1975 47y F

Letter From: **Dr Misc FD**

Patient Encounter: 09/26/2022 OFFICE VISIT Note is Unsigned

Order: **Referral - 1-Internal Referral - ATC Referral Order**

Send to: Provider Facility Patient Insurance Employer

To Provider: Katona, Michael D. NP via Task

Letter Template: Referral v3.0

FHIR Type: Medical records

CC Provider List: CC Provider via

Buttons: Select CC

No Data Found

Send Now Archive Only Save and Finish Later Assign to User: Stephanie Hansen 22

Notes for Task: Notes to referral clerk can be added here 23

Buttons: Preview, OK, Cancel 24