Referral and Radiology Orders for Providers
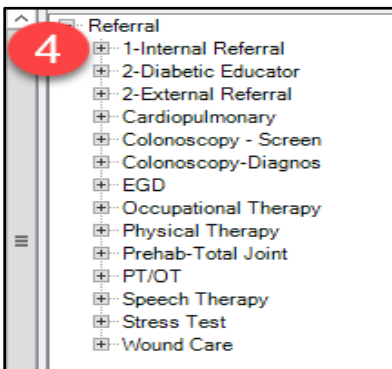
Creating a Referral or Radiology Order

After you have selected an encounter in the patient chart:
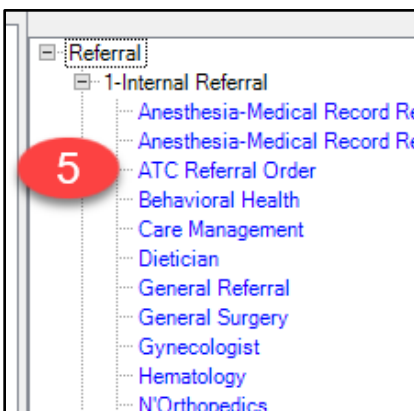
1. Go to Orders/Charges.
2. Choose the Referral or Radiology tab.
3. In the Orders/Charges Cart, highlight the diagnosis related to the order.
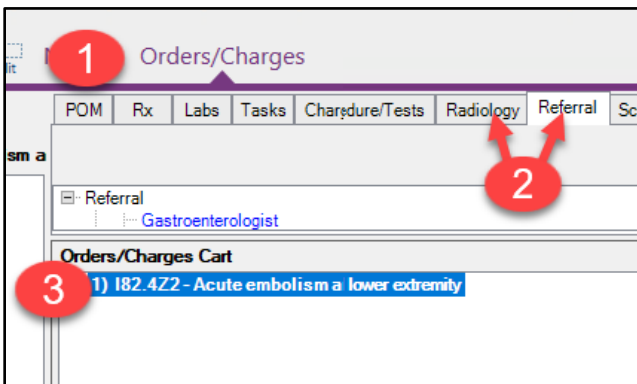
4. Select the Referral or Radiology category. For referrals to Munson OMH providers, select the Internal Referral category.

5. Select the Referral or Radiology type.

6. For Referrals, choose the provider/specialty you are referring the patient to. Do not select a provider for Radiology orders.
7. For MRIs, CTs, Nuclear Medicine, and PET Scans consult Care Select. Copy and paste the decision support number, G Code, and modifier from Care Select in the Instructions field.
8. Complete Ask at Order Entry questions. Some referral Referrals such as require responses to Ask at Order Entry questions that must be answered prior to moving to the next step. Examples (not all-inclusive) of orders with required Ask at Order Entry responses include: Northopedics, PT/OT, Speech, Wound Care, ATC, Mammograms, & CTs
9. Choose Mark as Ordered.
10. Verify the Print on Save box is checked.
11. Click OK.

12. Click Save.

13. Assign the Clinical Correspondence to the referral clerk for the clinic.
14. Add special instructions to the referral clerk in the Notes for Task box.
15. Click OK.

Clinical Correspondence ? X

Testing, Abby L. ⓘ 01/01/1990 32y F

Letter From:	**Dr Misc FD**
Patient Encounter:	**11/30/2022 RN Medicare Annual Wellness Visit** Note is Unsigned
Order:	**Referral – 1-Internal Referral – ATC Referral Order**

Send to: ⦿ Provider   ◯ Facility   ◯ Patient   ◯ Insurance   ◯ Employer

To Provider: ATC, Clinic   via Print

Letter Template: Referral v3.0

FHIR Type: Medical records

CC Provider List: CC Provider   via

Select CC

No Data Found

◯ Print Now   ◯ Archive Only   ◯ Save and Finis   **13** ⦿ Assign to User Cathy Smith

Notes for Task: Add notes to referral clerk here. |

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Preview   OK   Cancel