

Referral and Radiology Orders for Providers

Intergy Practice Management, Ambulatory JOB AID

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.

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sm a	POM	Rx erral	Labs	Tasks ologist	Charedure/Tests	Radiology	Referral	Sco
	Orders 3 ¹⁾	:/Charg 182.4Z	jes Carl 2 - Acut	te embo	lism a lower extre	mity		

4. Select the Referral or Radiology category. For referrals to Munson OMH providers, select the Internal Referral category.

	Referral
2	iternal Referral
<u> </u>	2-Diabetic Educator
	2-External Referral
	Cardiopulmonary
	Colonoscopy - Screen
	Colonoscopy-Diagnos
	i EGD
	Occupational Therapy
_	Physical Therapy
=	Prehab-Total Joint
	■ PT/OT
	Speech Therapy
	Stress Test

5. Select the Referral or Radiology type.





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- 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.
- 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.

Orders Group Details		?	x
Testing, Adalind 🔍 10/09/2017 5y 1m F			
Order Group for Referral - 1-Internal Referral		Order Penc	Jing
Provider: Dr Misc FD	Priority: 2		
Diagnosis: I26.94 - Multiple subsegmental pulmor V	Requires Results: Results Due: 12/01/22	T'a Nualaar Madiaina ar	
Facility: Otsego Memorial Hospital V	Instructions: 7 PET Scans c	onsult Care Select. Copy	
To Provider: 6 ATC, Clinic	and paste the d Code and mo	ecision support number, G odifier from Care Select.	
Authorization #			
8 Ask at Order Entry Notes	Do not select a to provider for For referral orders, if a specific prov	radiology orders. ider is not preferred, a	
ATC Referral Order	specialty rather than a provider can be s	elected i.e., orthopedics,	<u>^</u>
* Atrial Fibrillation	Yes O N	lology, etc.	Ξ
* Atrial Flutter	⊖ Yes ● N		
npe stremity	Ask at Order Entry questions with a re	ed asterisk are required.	
* Transient Cereara IIa	U Yes (⊌ Ivi		
Muccardial Inferetion Linence Enleado	∩ v		
When Save Order: O Send Request to User for Cor.	Mark as Ordered O Mark as Resulted O Close Order		
To User:	✓ Task Due: ✓	(1)	
✓ Print On Save		Add Notes OK Can	icel
			.::

12. Click Save.

/A							
Details	Remove	Consult CDSM	AUC Fields	Update Problems	Health 12	Save	Cancel



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- 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 Correspond	lence ? X				
Testing, Abby L.	0 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 O Facility O Patient O Insurance O Employer				
To Provider:	ATC. Clinic Via Print V				
Letter Template:	Referral v3.0 V				
FHIR Type:	Medical records V				
CC Provider List: Select CC	CC Provider via				
O Print Now Archive Only Save and Finis 13 Assign to User Cathy Smith					
Notes for Task: Add notes to referral clerk here.					
	15				
Preview	OK Cancel				