








Community User - Orders

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Placing Orders

Place a new order

1. Select the **Patient** tab and click **Order Entry**.
2. Select an ordering clinic and authorizing provider and click  **Accept**.
3. Click  **Preference List** to see a list of available orders.
4. Select the check box next to each order that you want to place. Use the subsections in the left pane to filter orders by type.
5. Click  **Accept Orders** to review a list of your orders and make any necessary changes before signing them.
6. If there's a required () or recommended () icon next to an order, you can enter more information. Click an order's name to edit details like quantity or associated diagnoses.
 - For a procedure order, you can attach a file, such as a scanned image, to the order.
 - To associate a diagnosis with a single order, either select the check box for a recent diagnosis in the **Dx Association** section or enter a new diagnosis in the **Add a new diagnosis** field and press **Enter**.
7. Accept and sign the orders.
8. If there's decision support associated with any of the orders, select a follow-up action and click  **Accept**.
9. Enter your password if prompted and click  **Accept**.



If you already know the name of the order in Hamilton Health Care System Link, you can search for it in the **New procedure** field.



Enter a partial word in a field instead of a whole word to reduce the amount of time you spend typing.

For example, entering "gluc" in the **New procedure** field in Order Entry shows you all of the procedures beginning with "gluc." You can use this shortcut for any information that is stored in the database, such as procedures and other providers' names.


Follow up on an Advanced Beneficiary Notice (ABN)

When you sign an order for a patient with Medicare, you might get a warning that the order isn't covered for the associated diagnosis. You can generate an Advanced Beneficiary Notice (ABN) form for the patient to sign. By signing this form, the patient agrees to cover the cost of the order.

1. When the ABN warning appears, click **Attached Advance Notice Waiver Form**. An Advance Notice form appears, which includes the estimated cost of the order at the bottom of the form.
2. After discussing the advanced notice with the patient, update the **Notice status** field to indicate whether the form was signed, refused, or printed.
3. Click **Print** if you want to print the form now. Otherwise, your support staff or clinic manager can get the patient's signature.


Save an order for later

Pend an order to save it for later. For example, you might pend an order if you need to review information in the patient's chart before you finish filling out the order details.


1. From the Order Entry activity, select the order that you want to place.
2. Click the order name to edit its details as needed.
3. Click  **Pend Orders**.

Continue a pended order

When you return to the Order Entry activity, you can resume any orders that you pended. You can also see orders that were pended by other people at your site. For example, you might have support staff who prepared an order for you to sign.




Click  **Continue Order** to resume editing a pended order.




You can jump to the Order Entry activity from your In Basket to edit a pended order.
From your **My Unsigned Orders** In Basket folder, click  **Order Entry**.

Associating diagnoses for multiple orders

You can:


- Associate all of the patient's orders with all of the patient's diagnoses by clicking  **Associate All** on the Diagnosis Associate page.
- Manually associate orders and diagnoses by selecting the appropriate check boxes.
- Select a problem from the Quick Picks list, which includes the patient's problems and recently-used diagnoses, and click the left arrow () icon to add the problem as a diagnosis for the encounter.
- Remove a diagnosis from the Diagnoses list by selecting the diagnosis and clicking the delete the selected diagnosis () icon.

Cancel a signed order

1. Select the **Patient** tab and click **Order Review**.
2. Select and cancel the order.
3. Enter a reason for canceling and click  **Accept**.

Collect Specimens

After you place an order, you can document the collection of the specimens.

1. Select the **Patient** tab and click **Order Review**.
2. Select the check box next to the order and click  **Collect Specimens**.

Order Review

From: 6/16/2020 To: 7/16/2020

Authorizing provider: Any Submitter: ☐ Only my orders

[View Order Report](#) [Cancel Orders](#) [Collect Specimens](#) [Specimen Details](#)

<input type="checkbox"/>	Order Name	Order Date	Order Status	Authorizing Provider	Ordering User	Appt Status	Order Info	Submitter
<input type="checkbox"/>	Lead, urine, 24 hour	07/16/2020	Active	Physician Epiccare Link, MD	Specimen Collector Epiccare Link		Expected: 07/16/2020	EHS Community Practice
<input checked="" type="checkbox"/>	H. pylori antigen, stool	07/16/2020	Active	Physician Epiccare Link, MD	Specimen Collector Epiccare Link		Expected: 07/16/2020	EHS Community Practice

- Enter the billing information and then click **Create Specimens**.
- On the Specimen Details page, click **Collect** to document the current date and time and draw type. If you are entering collection information retroactively, you can also manually enter this information.

Order Review Specimen Details

Clinical Specimens

Specimen 20H-198I0002 (Stool)

Procedure: H. pylori antigen, stool

Collection date: 7/16/2020 Collection time: 2:00 PM

External ID: Draw type: Non-blood Collect







If you're documenting more than one specimen, click **Collect All** to enter the default values for each specimen.




- Click **Go to Packing Lists**.

Prepare a Shipping Label



After specimens are collected you can complete the shipping process.

- From the Packing Lists activity, click **New**.

2. Confirm the packing list details and make changes as needed, then click  **Create**.
3. Under the **Specimens** section, select the check box next to each specimen you want to pack.
4. Click  **Pack**.
5. After the specimens are added to the **Current Packing List** section, click  **Ship**.
6. Review the message that appears about the packing list no longer being editable after it's shipped, then click  **Ship** to print the label.

 **Packing Lists**









Specimens

 **Pack**
 **Unpack**

Select mode: ☒ Clinical ☐ AP
 Include specimens that are: ☒ Unpacked ☐ Packed ☐ Both

<input type="checkbox"/> Specimen ID ▲	Type	Priority	Patient	Tests	Container Type	Count	Temperature
<input checked="" type="checkbox"/> 20H-19810002	Stool	Routine	Adams, Frank	H. pylori antigen, stool	STERILE CONTAINER	1	

Current Packing List

 **Ship**
 **New**
 **Rename**
 **Void**
 **View Packing List Report**
 **Remove Specimen**


Packing list (Clinical): Packing List 7/16/2020 [20-OR1] (open) ▼
 Status: Open

Scheduling Orders

Part I: Select the order to schedule


1. Select the **Patient** tab and click **Order Review**.
2. Select and schedule an order. Note that you can select multiple orders to schedule them simultaneously, such as if the patient is going to have a set of labs done on the same day.
3. If a questionnaire appears, answer the questions and click **Next**.

Part II: Search for and select an appointment time

1. On the Appointment Preferences page, search for an appointment date using the **Start date** and **End date** fields. Select the day/time check boxes to indicate the patient's availability.
 - a. Note that a 5-day scheduling delay is applied for any CT and MRI orders to allow time for preauthorization. For example: I am in Hamilton Health Care System Link on December 1st to schedule an MRI. The first available appointment that I can schedule is December 6th.
2. Click **Next** and select the **Hold** check box for the time slot in which you want to schedule the appointment.
3. Click **Continue**. If prompted, enter the referring provider for this appointment in the **Referring provider** field.
4. Click  **Make Appointment**. You can print the report that appears as an appointment confirmation for the patient.

Cancel a Scheduled Order

You can cancel a scheduled order if necessary. For example, you might need to cancel a scheduled order after the patient is informed about the cost of a procedure.

1. Select the **Patient** tab and click **Order Review**.
2. Select an order and click  **Cancel Orders**.



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