



# How to Place Orders

EpicCare Link User

EpicCare Link can be used to place orders for your patient, including outpatient labs, radiology, procedures and referrals.



## Place a new order

1. On Your Home Page, Click on **Place an Order** or you can access the **Clinical Activity Tab**

Home Page Screenshot:

- Top navigation bar: Home, In Basket, Pt Lists, **Clinicals** (circled), Patient, Utils, Secure, Log Out.
- Header: Welcome to One Family of Care Connect EpicCare Link
- Logo: Hospital Sisters HEALTH SYSTEM
- Section: EpicCare Link
- My Reports Summary: You have no unread reports. [View all reports](#)
- Event Monitor (Change Settings): There are currently no events to follow up on.
- I want to...:
  - Select a patient
  - Create a referral
  - Place an order** (circled)
  - Schedule an appointment

2. If you Selected Place an Order; Select patient.
3. Click **Preference List** to see a list of available orders.

Order Entry Preference List Screenshot:

- Order Entry
- Preference List (highlighted), Dx Association
- New procedure:
- Unsigned new orders (0)

4. Select the check box next to each order that you want to place. These orders appear under Selected Orders on the right side of the page.

Order Entry Preference List Screenshot:

My Preferences		Selected Orders
<b>Referrals (LAB AND PROCEDURES)</b>		<b>Procedures</b>
<input type="checkbox"/>	Abbreviated Amb Ref to Home Health	A-1-ANTITRYPSIN PHENOTYPE
<input type="checkbox"/>	AMB REFERRAL TO ONCOLOGY BEHAVIORAL CARE	ACETAMINOPHEN
<input type="checkbox"/>	AMB REFERRAL TO ONCOLOGY BEHAVIORAL CARE	AMB REFERRAL TO ONCOLOGY DIETARY
<input checked="" type="checkbox"/>	<b>AMB REFERRAL TO ONCOLOGY DIETARY</b> (highlighted)	
<input type="checkbox"/>	AMB REFERRAL TO ONCOLOGY FINANCIAL COUNSELOR	

5. Click **Accept Orders**. A list of your orders appears.
6. Click an order's name or the pencil to edit the order's details.

Unsigned new orders (3)  
Procedures (3)

**A-1-ANTITRYPSIN PHENOTYPE**

**Future** Referral By - POIRIER, LINDA, Qty-1, Expires-2/18/2019, Lab Collected, Routine

**ACETAMINOPHEN**

**Future** Referral By - POIRIER, LINDA, Qty-1, Expires-2/18/2019, Lab Collected, Routine

**Add the associated diagnosis.**

**Dx association:**

Quick Picks		
<input type="checkbox"/>	Non-Hodgkin lymphoma	C85.90
<input type="checkbox"/>	Vasomotor rhinitis	J30.0

Add a new diagnosis:

7. Click **Accept** when finished.
8. Click **Sign Orders**.

**How to Cancel a Sign Order**

1. Select the Clinicals tab and click **Orders > Order Review**

**Order Review**

From: 2/11/2018 To: 2/18/2018

Authorizing provider: Any  Only my orders Search

View Order Report Cancel Order

Order Name	Order Date	Order Status	Authorizing Provider	Ordering User	Appt Status
<input type="radio"/> A-1-ANTITRYPSIN PHENOTYPE	02/18/2018	Active	Linda Poirier, APNP	Cidnonclinmanaged Link	Appointment Needed

2. Locate the order you want to cancel on the list of orders. Select radial

View Order Report Cancel Order


Order Name	Order Date	Order Status	Authorizing Provider	Ordering User	Appt Status
<input checked="" type="radio"/> A-1-ANTITRYPSIN PHENOTYPE	02/18/2018	Active	Linda Poirier, APNP	Cidnonclinmanaged Link	Appointment Needed

3. Click on **Cancel Order**
4. Enter a reason for canceling and click **Accept**, Order Status is updated.

**Cancel Order**

Order: A-1-ANTITRYPSIN PHENOTYPE

Order ID: 51898412

Reason for cancel:  

Order Status

Discontinued