



How to Place Orders Advanced

EpicCare Link User

Pre-requisite to reviewing this How To is the "How to Place Orders" Hand-Out



Preference List and Order Search

- There are two ways you can place orders in Link. You can use the Preference List that was created for EpicCare Link users or you can do a order search in the new procedure window.

The screenshot shows the 'Order Entry' window. At the top left, there is a 'Preference List' button with a yellow box containing the number '1' next to it. Below this is a search bar labeled 'New procedure:' with a magnifying glass icon and a yellow box containing the number '2' next to it. On the right side of the window, the user's name 'Poirier, Linda, APNP - CID TEST - PATI...' is displayed. At the bottom left, it says 'Unsigned new orders (0)'.

- Option 1: using the Preference List, you will see that there are general tests, these tests are available in St. Johns and St. Mary's Decatur. Site Specific Tests are available at that **location only**. See example below.

The screenshot shows a tree view of test categories. Under 'Procedures', there are 'Cardiac DiagnosticTests', 'Neurology', 'Pulmonary Fuction Test', and 'Sleep Study'. A box labeled 'General Tests' has an arrow pointing to this group. Under 'SJS Only Procedures', there is 'IMAGING'. Under 'IMAGING', there are 'Imaging', 'SJS Only Imaging', and 'SMD Only Imaging'. A box labeled 'Site Specific Tests' has an arrow pointing to 'SJS Only Imaging' and 'SMD Only Imaging'. Below 'IMAGING' are 'REFERRALS' and 'LAB'. Under 'LAB', there are 'Labs', 'SJS Labs Only', and 'SMD Labs Only'.

- If you are ordering a site specific test you must communicate the location of where the test is performed.
- If a patient presents at another hospital location, other than that was originally ordered, that test will have to be cancelled and if a substitute is available it would have to be reordered for that location.
- If a substitute isn't available the patient will have to be rescheduled at the correct location.

- Option 2 using the order search window. Using completion matching you can search an order by using the first three letter of each name. i.e. Che Xra will return all test that have Chest Xray in the name. See Example on next page.

Responses are in Alphabetical order

Please note tests that have a **Site Specific Test** are only available at that hospital.

You must pick the appropriate test and location



IMG6653	SJS Only XR CHEST PA+LAT+BOTH OBLS	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST
IMG7581	SJS Only XR G/D/J TUBE CHECK PERC	Qty-1, CID HOSP PERFORMED	Fluoroscopy	HSHS CID LINK IMAGING PREFERENCE LIST
IMG8685	SMD Only XR ABD CHEST SERIES 4V	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST
IMG6655	SMD Only XR CHEST PORTABLE	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST
IMG6862	SMD Only XR CHEST WITH FLUORO	Qty-1, CID HOSP PERFORMED	Fluoroscopy	HSHS CID LINK IMAGING PREFERENCE LIST
IMG7755	SMD Only XR CHEST+LAT INFANT PORTABLE	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST
IMG6903	SMD Only XR PORTACATH CHECK+INJ	Qty-1, CID HOSP PERFORMED	Fluoroscopy	HSHS CID LINK IMAGING PREFERENCE LIST
IMG7584	SURG XR CHEST 1V	Qty-1, CID HOSP PERFORMED	IMAGES ONLY	HSHS CID LINK IMAGING PREFERENCE LIST
IMG7585	SURG XR CHEST 1V POSTOP	Qty-1, CID HOSP PERFORMED	IMAGES ONLY	HSHS CID LINK IMAGING PREFERENCE LIST
IMG8768	XR CHEST 4V OR MORE	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST
IMG6656	XR CHEST APICAL LORDOTIC	Qty-1, CID HOSP PERFORMED	Imaging	HSHS CID LINK IMAGING PREFERENCE LIST