

You can use EpicCare Link to place orders for your patient, such as imaging and lab tests, to take place at **South Georgia Medical Center**.

Place a new order

1. Select the **Clinicals** tab and select your patient from the list.

Epic Home In Basket Pt Lists **Clinicals** Patient Utils Secure Log Out

Patient Search

Search My Patients

Name or MRN: Search

Additional search criteria

My Patients Recent

ACA, ONE Page 1 of 12 ABCDEFGHIJKLMNOPQRSTUVWXYZ CMSONEFIFTYTHREE, DENOMTHREEROUNDONE

Patient Name	MRN	Patient Status	Sex	DOB	Street Address
ACA, ONE	1001766	Alive	M	9/9/1947	2501 North Patterson Street, VALDOSTA GA 31602
ACRSELECT, RADIANTFOUR	1001686	Alive	F	9/20/1987	2409 N PATTERSON AVED, VALDOSTA GA 31602
ACRSELECT, RADIANTONE	1001683	Alive	F	9/19/1984	
ACRSELECT, RADIANTTWO	1001684	Alive	M	9/19/1992	
ALBRIGHT, MARY	1006146	Alive	F	3/2/1997	1404, VALDOSTA GA 31602
AMB TEST GORDON, JIM	1005042	Alive	M	3/3/1960	1979 Milky way, Verona WI 53593
AMBTTESTSCRIPT, WEEKTWO	1005476	Alive	M	12/17/1951	134 Elm Street, Madison WI 53706

Search All Patients

Create a New Chart

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2. Once on the Clinical Review screen, click **Orders**.

Epic Home In Basket Pt Lists **Clinicals** Patient Utils Secure Log Out

Ambulatory, Abe Norman Male, 70 y.o. (3/16/1948) PCP: (None) Access From: EHS LINK GROUP
MRN: 202427 Access Ends: 10/31/2018

Chart Review - Loaded:30, Filtered count:30

Encounters Notes Labs Meds Imaging Card Enc Procedures Media Letters Referrals Episodes Other Orders

Start Review Refresh Filters Default filter Encounter Flowsheets

Filters: Default filter

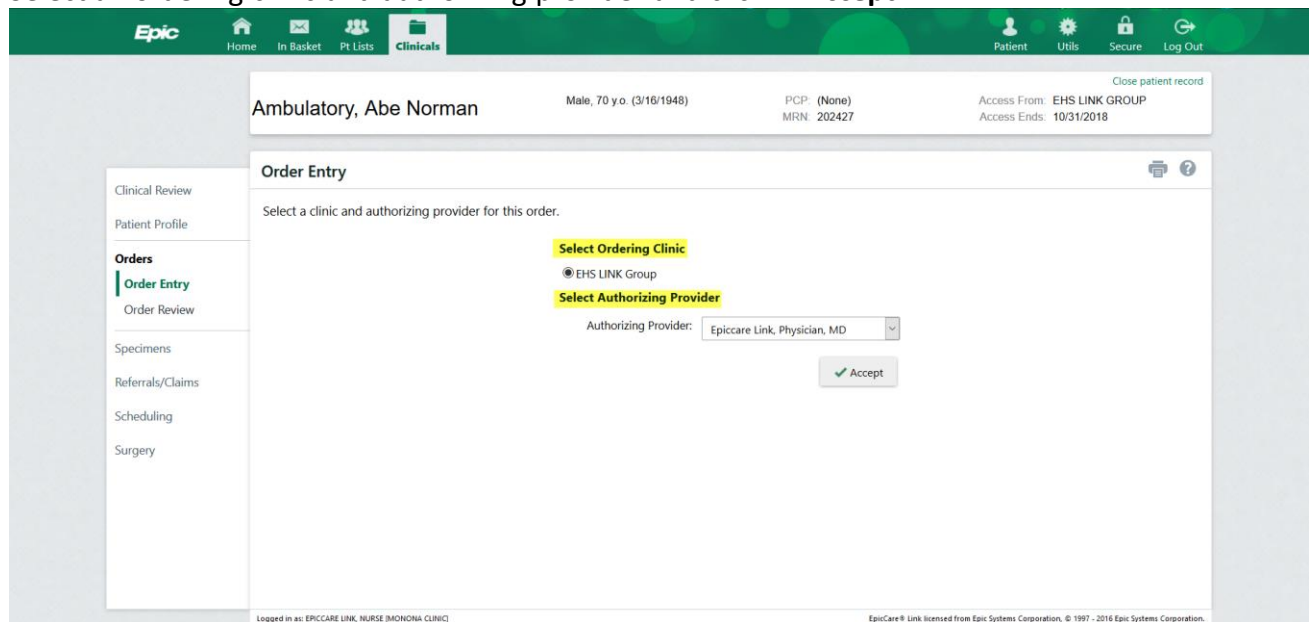
When	Type	With	Description
08/24/2018	Office Visit	Cardiology - Lucas, M	1 gun in home; 1 week gestation of pregnancy
08/22/2018	Documentation	Urology - Sosnowski, J	
03/23/2018	Telephone	Internal Med - Ofori, S	
03/15/2018	Pre-admit	GI	
03/15/2018	Surgery (Not Scheduled)	Endoscopy - Braun, B	COLONOSCOPY [45393 (CPT®)]

6 Months Ago


Orders

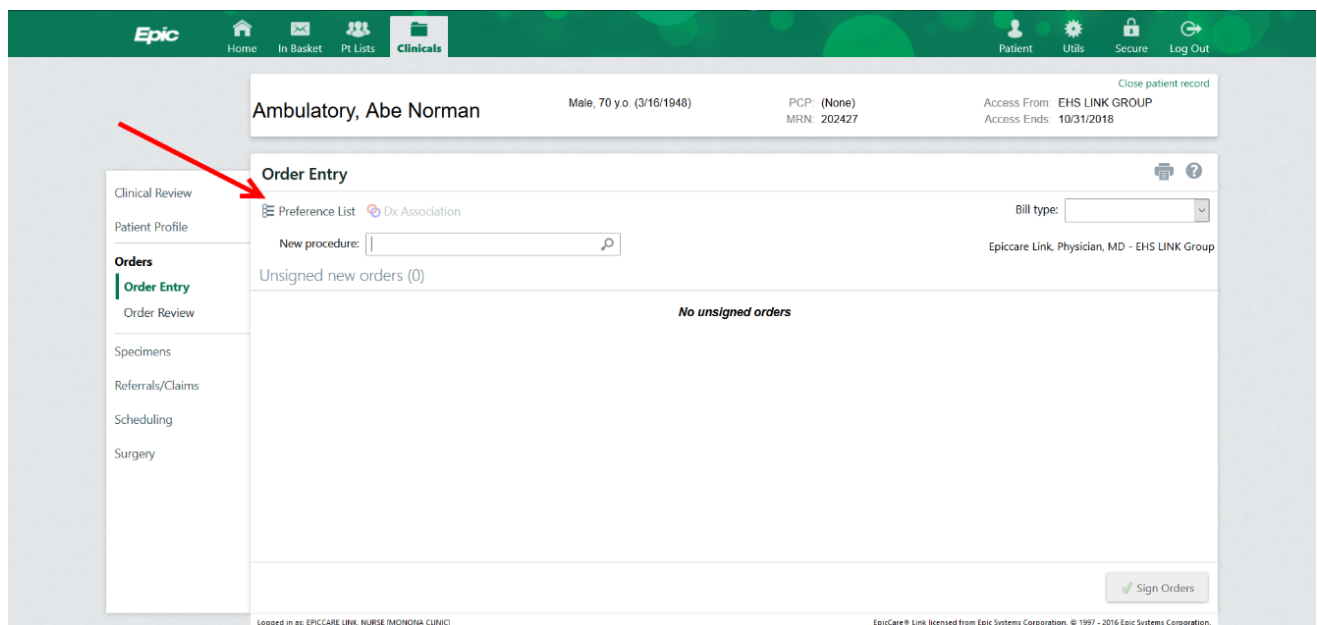
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3. Select an ordering clinic and authorizing provider and click  **Accept**.



The screenshot shows the Epic Ambulatory patient record for "Ambulatory, Abe Norman" (Male, 70 y.o. (3/16/1948)). The patient's PCP is "(None)" and MRN is "202427". The access is from "EHS LINK GROUP" and ends on "10/31/2018". The left sidebar shows the "Orders" menu with "Order Entry" selected. The main content area is titled "Order Entry" and contains the instruction "Select a clinic and authorizing provider for this order." Below this, there are two yellow-highlighted buttons: "Select Ordering Clinic" and "Select Authorizing Provider". The "Select Ordering Clinic" button is currently selected, showing "EHS LINK Group" in a dropdown menu. The "Select Authorizing Provider" button is also highlighted, showing "Epiccare Link, Physician, MD" in a dropdown menu. An "Accept" button with a checkmark icon is visible at the bottom right of the main content area. The footer shows the user is logged in as "EPICCARE LINK, NURSE (MONONA CLINIC)" and the EpicCare Link is licensed from Epic Systems Corporation.

4. Click  **Preference List** to see a list of available orders.



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5. 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. Once you have selected all of the orders that need to be placed, click **Accept Orders**.

▫ Use the sub-sections in the left pane to filter orders by type.

The screenshot shows the Epic Order Entry interface for patient 'Ambulatory, Abe Norman'. The left navigation pane has 'Order Entry' selected. The main content area is titled 'Order Entry > Preference List' and shows a list of X-ray procedures under the heading 'XR (Procedures : Imaging)'. The procedures listed are: DEXA Bone Density, DEXA Bone Density Extremity, Portable Chest 1 View, XR Abdomen 1 Vw, XR Abdomen 2 Vw AP W Upright And/Or Decubitus, XR Abdomen Series, XR Abdomen W Obliques, XR Acromioclavicular Joints Bilateral W WO Weights, and XR Ankle 2 Vw Left. Each procedure has a checkbox next to it. A red arrow points to the 'Accept Orders' button at the bottom right. The 'Selected Orders' pane on the right is currently empty.

6. A list of your orders appears so you can make any necessary changes before signing them. If there's a *required* (🚫) or *recommended* (⚠️) icon next to an order, click an order's name to edit details like quantity or associated diagnoses.


The screenshot shows the Epic Order Entry interface for patient 'Ambulatory, Abe Norman'. The left navigation pane has 'Order Entry' selected. The main content area is titled 'Order Entry' and shows a list of unsigned orders. The first order is 'XR Abdomen 1 Vw' with a red 'Required' icon next to it. A red arrow points to this order. The 'Sign Orders' button is at the bottom right.

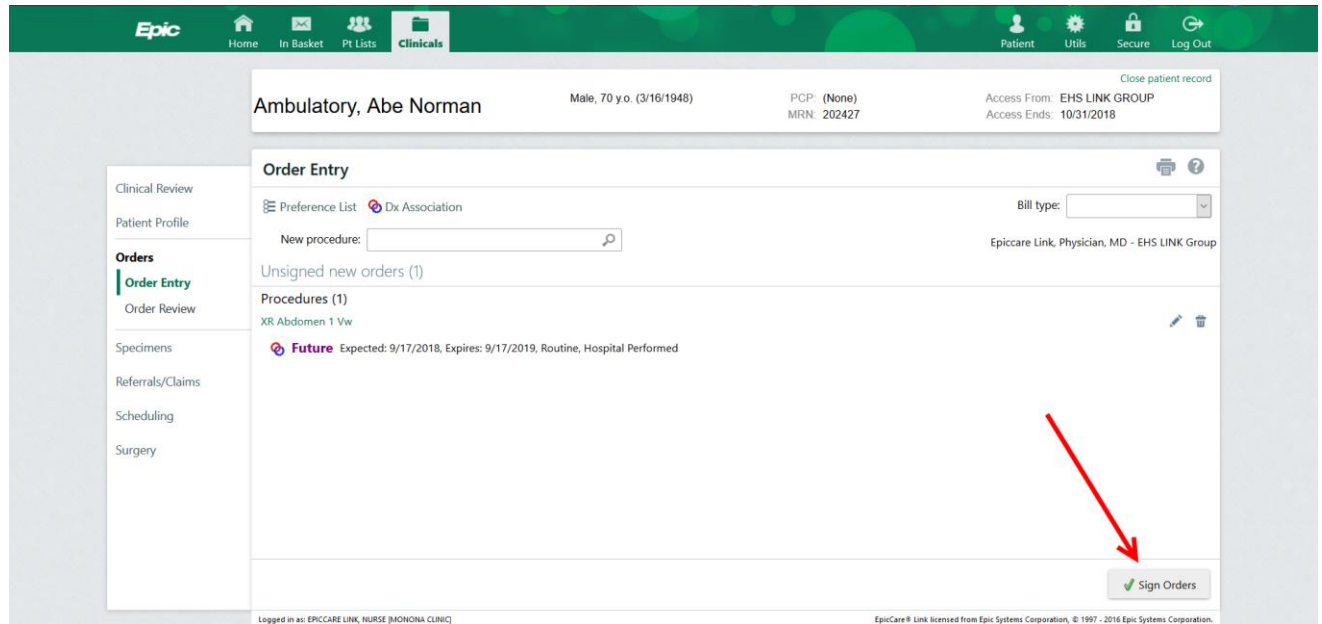
****Note** A diagnosis MUST be associated with each order that is placed.**

7. After clicking on the order from the Order Entry screen, you will then be able to edit the order as it is applicable.
- Status
 - Normal = the test will be done today
 - Standing = multiples of the same orders, performed at intervals in the future (the test will be performed every 4 weeks for the next 3 months)
 - Future = the test will be done in the future
 - Priority
 - Is the test Routine or STAT
 - Class
 - **ALWAYS** select Hospital Performed
 - Scheduling instructions
 - If the test is going to be scheduled by the schedulers at SGMCC, any instructions can be entered in this field
 - DX association
 - Quick Picks = are diagnoses that are currently on the patient's problem list at SGMCC
 - A new diagnosis can also be added if one of the Quick Picks is not applicable
 - **A diagnosis MUST be associated with each order that is placed**


The screenshot displays the Epic Order Entry interface for a patient named Ambulatory, Abe Norman. The order is for 'XR Abdomen 1 Vw'. The interface includes a sidebar with navigation options like Clinical Review, Patient Profile, Orders, and Specimens. The main area shows the order details, including Status (Normal, Standing, Future), Expected Date (9/17/2018), Expires (9/17/2019), Priority (Routine, STAT), Class (Hospital Performed, Ancillary Performed, Clinic Performed, External), and Scheduling instructions. A 'Dx association' section lists 'Quick Picks' for diagnoses like Diabetes mellitus, Gastrointestinal hemorrhage, Hypercholesterolemia, Screening for colon cancer, and Subclinical hyperthyroidism. A red arrow points to the 'Accept' button at the bottom right.

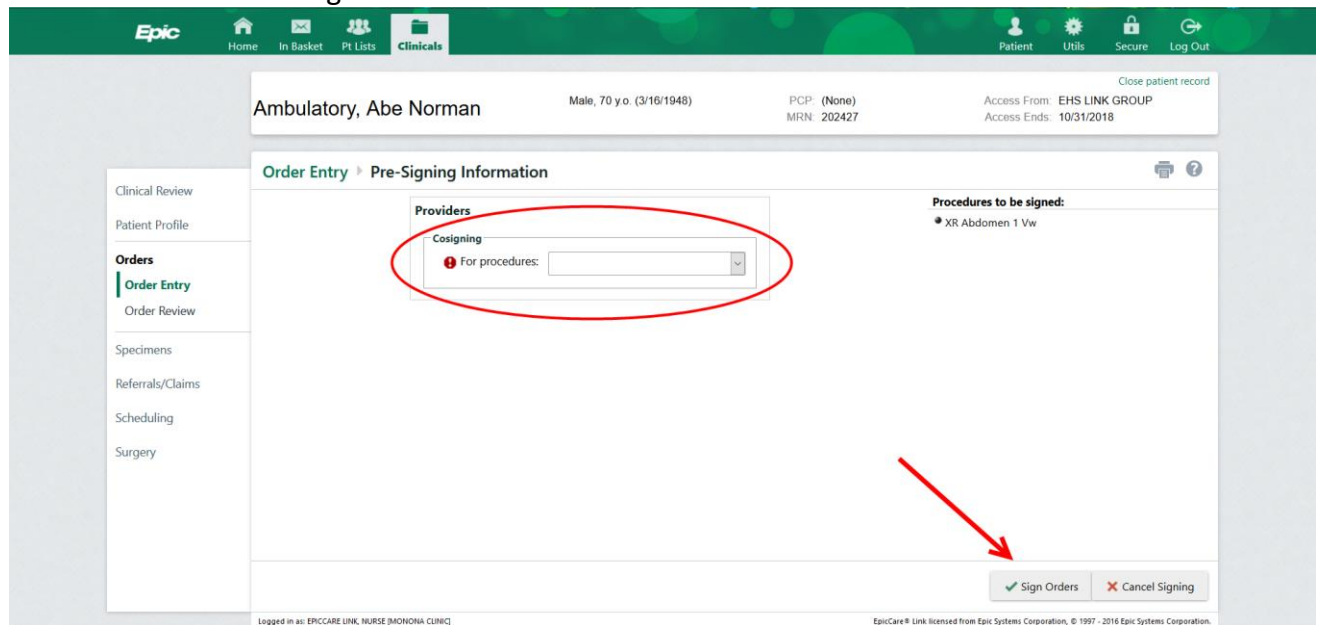
Click  **Accept** when you've finished editing an order.

8. When you've finished editing the orders you will be redirected to the Order Entry screen, click  **Sign Orders**.



The screenshot shows the Epic Order Entry interface. At the top, the patient's name is 'Ambulatory, Abe Norman', age 'Male, 70 y.o. (3/16/1948)', and PCP '(None)'. The MRN is '202427'. The access is from 'EHS LINK GROUP' and ends on '10/31/2018'. The sidebar on the left includes 'Clinical Review', 'Patient Profile', 'Orders' (with 'Order Entry' selected), 'Specimens', 'Referrals/Claims', 'Scheduling', and 'Surgery'. The main area has a 'Preference List' and 'Dx Association' section. Below that, it says 'Unsigned new orders (1)'. Under 'Procedures (1)', there is an order for 'XR Abdomen 1 Vw' with a 'Future' status, expected on 9/17/2018, and expires on 9/17/2019. A red arrow points to the 'Sign Orders' button at the bottom right.

9. You will be prompted to enter the provider to co-sign the order. After selecting the provider, click  **Sign Orders** in the bottom right of the screen.



The screenshot shows the 'Pre-Signing Information' section of the Epic Order Entry interface. The 'Providers' section has a 'Cosigning' dropdown menu, which is circled in red. Below it, there is a 'For procedures:' dropdown. The 'Procedures to be signed' section lists 'XR Abdomen 1 Vw'. A red arrow points to the 'Sign Orders' button at the bottom right.