

Topic: Placing Orders Within EpicCare Link

Application: EpicCare Link

Priority: Med

Targeted User(s): EpicCare Link Users Go-Live Date: Current Workflow

Tip Sheet Release Date: 10/12/20

Summary: Follow the detailed steps below to place and review orders within King's Daughters EpicCare Link application:

1. Login to EpicCare Link and click **Place Order**.

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Welcome to Office Link KING'S DAUGHTERS Health System	And Party	Cigan Cinet Raview	Files Creater	tehend Same	

2. The Patient search window opens – search for the patient in the search field provided.

KINGS DAUGHTERS	Reme I	N Basket	Patient List	Referral Search	Latient								
	SnapSh	ot C	hart Review	Results Review	v Flowsheets	Allergies	Problem List	Medications	Histories	Growth Charts	Order Entry	•••	
	Patien	nt Searc	ch										
	趣 50	earch Mj	y Patients		2								
					Name or MR	Name or MRN: test, one					P Search		
			Percent			Abdrional	search criteria			-			
	No	patient	ts have been	recently selected	i.								

3. Select the correct patient from those listed and click **V**Select.

Search My Patients	
A Search Ad Patients	
Deter the policed's name in	the same field. Then error either their birth date or the last four digits of their Social Security number. Peterst name visual he entr
pa cos any	Patient Lankar
	Search Results
	Nerve: 1635, Dire Birthdaw ()()(164) 1 patient matches the search criteria above

EPIC Tip Sheet

4. Select the **authorizing provider** from the drop down box that appears and click **Accept**.

		SnapShot	Chart Review	Results Review	Flowsheets	Allergies	Problem List	Medicatio			
		Se Order Entry									
0		Select an authorizing provider for this order.									
One Test Male, 71 y.o., 3/3/1949 MRN: 819216					M Selec	<mark>ct Authorizing</mark> sta, Sanjiv, MD	g Provider	•			
Search Chart	ρ						-	Accept			
Care Team: No PCP											
ALLERGIES Not on File											

- 5. Look up procedure/order and associate the appropriate diagnosis.
- 6. Click to Sign Orders.

	SnapShot Chart	Review Results Review	Rowsheets	Allergies	Problem List	Medications	Histories	Order Entry		
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	🗄 Preference List 😣	Dr Association								
	Development P									
One lest Maie, 71 y-6, 3/3/1949	Unsigned new ord	lers (1)	_							
Search Chart	Ambulatory Referral I	Although Chair	NUV 1 visit Expires	- 10/9/2021. Com	dation				/	8
Care Team: No PCP										
ALLERGIES Not on File	Orders signed in t	his encounter (0)								
ACCESS ENDS		Don't are the order you're looking for? Thy Order Review.								
								6		
🚱 Change patient									🖌 Sign Orde	

RESULTS

- After placing an order within EpicCare Link the provider will receive results back to their EpicCare Link Inbasket.
- After logging into EpicCare Link providers will click Inbasket from the main toolbar.



- Folders will appear on the left hand side of the screen.
- Providers can click the **Results folder** to see results of orders previously placed.



The number in parenthesis signifies the number of new results needing reviewed by the provider within the folder.