

Topic: Placing Orders Within EpicCare Link

Application: EpicCare Link

Priority: Med

Targeted User(s): EpicCare Link Users

Tip Sheet Release Date: 10/12/20

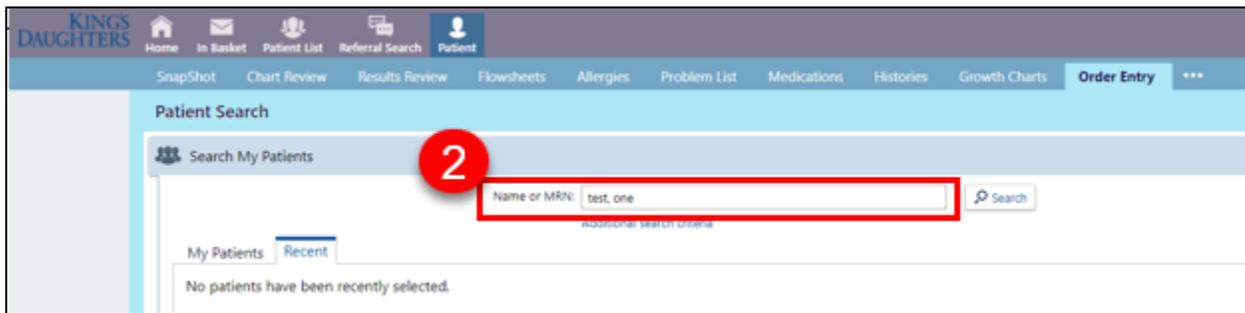
Go-Live Date: Current Workflow

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

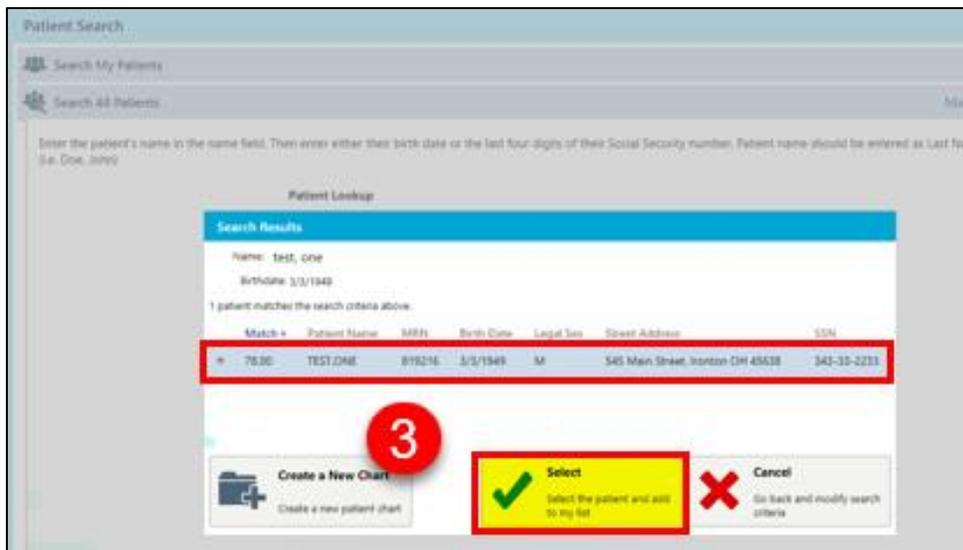
1. Login to EpicCare Link and click **Place Order**.



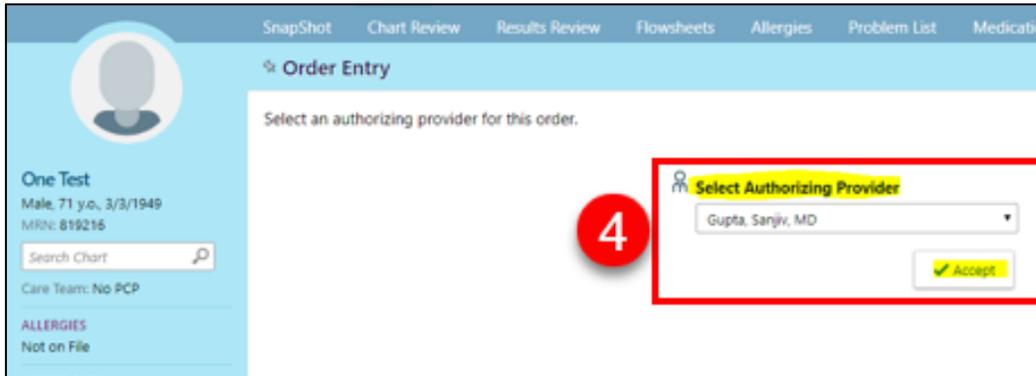
2. The Patient search window opens – search for the patient in the search field provided.



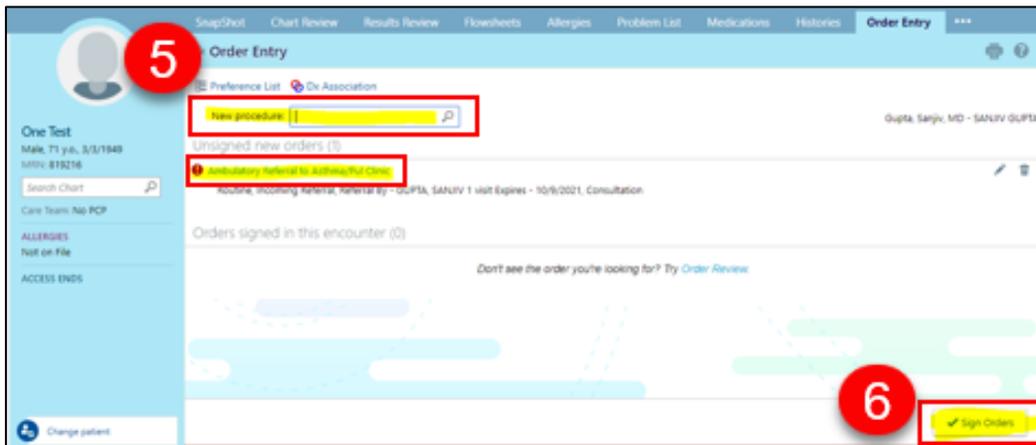
3. Select the correct patient from those listed and click **Select**.



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

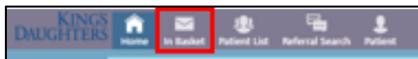


- Look up **procedure/order** and **associate** the appropriate **diagnosis**.
- Click to **Sign Orders**.

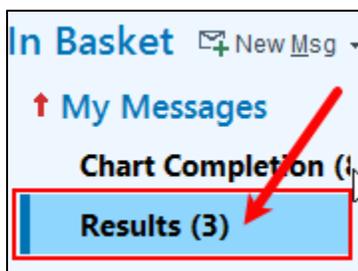


RESULTS

- 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.