

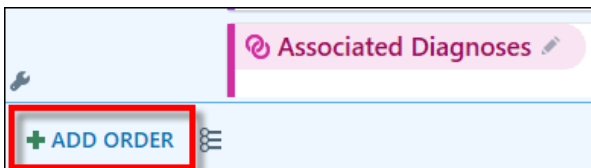
Tip Sheet 2: Creating an Orders Only Encounter for a Referral

Epic Clinical Referrals

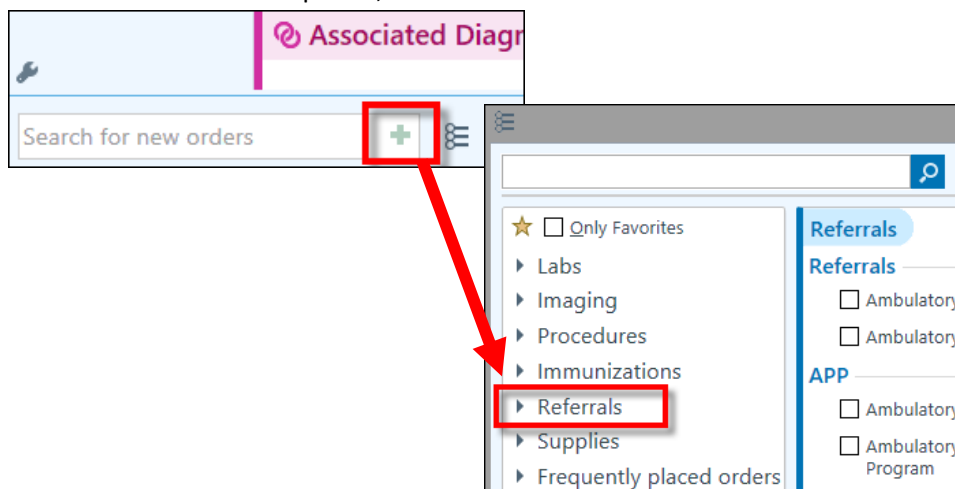
If you are asked to refer a patient on behalf of one of your providers to another practice within Mass General Brigham, you would do so through the Orders Only activity.

Creating an Orders Only Encounter for a Referral

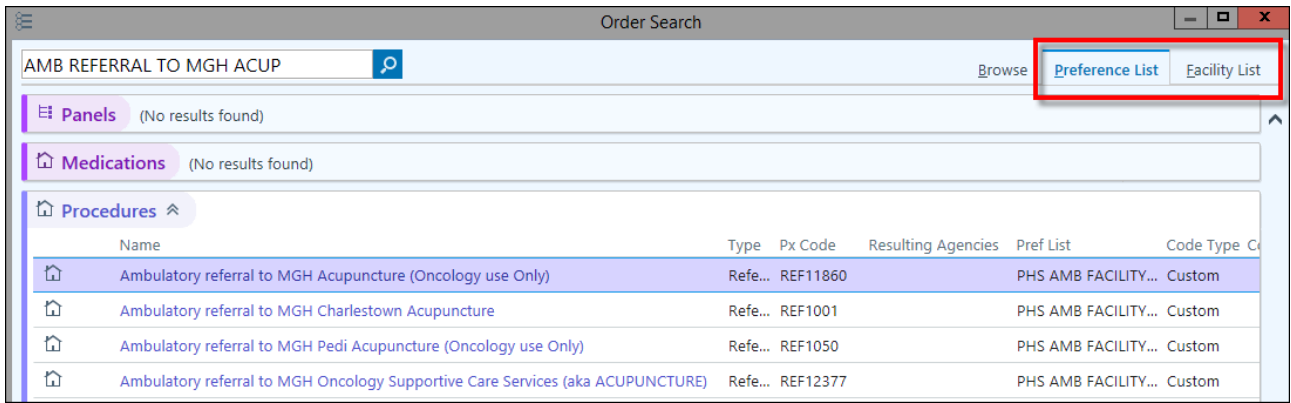
1. From the Epic Hyperspace toolbar, click **Orders Only** (you can also access via **Epic > Patient Care > Orders Only**).
2. Search for the patient by full name and date of birth.
3. In the **Provider** field, enter the referring provider.
 - If the referring provider is also the patient's PCP, you can click on the **PCP** button which will auto-populate the *Provider* field with the PCP.
 - The Department will usually be the same as your log-in department for the request.
 - *If you are an RN, you will not see this New Encounter box to complete and can skip to step #5.*
4. Click **New**.
5. Click into the **Add Order** field on the bottom left corner of the screen.



6. Type the name of the referral order (to see all MGH referral options, simply type "MGH Referral").
 - To search from a list of options, click the + icon in the **Add Order** field and then click **Referrals**.



7. If the **Facility List Search** window defaults to Preference List, you will want to switch over to the **Facility List** tab in order to see all referral orders across MGH.



- Double-click the referral to select it.
- On the referral questionnaire, complete any required questions.

Ambulatory referral to MGH Acupuncture (Oncology use Only)

Class: **Internal Referral**

Referral: Priority: Within 3 days (urgent) Within 2 weeks Within 1 month Elective

To provider:

To prov spec:

Process Inst.: This is a Cancer Center internal use only referral order and is not intended to be used outside of the MGH Cancer C

Specialty Visit: Established Patient

Location: Main campus (Rad. Therapy) Main campus (Other) Danvers Waltham

Reason for Referral: Anxiety Acquired Brain Injury CAD/HTN/Metabolic Syndrome Cancer/Side Effects of Tx
 Chronic Pain/Fibromyalgia Depression Digestive Disorder Fatigue GYN Disorders

NOTE: For MGB to MGB referrals, the **Class** should be "Internal".

- To add any additional information about the request, use the **Comments** field (you may need to click the **Show Additional Order Details** link to view the Comments field).

Reason for Referral: Anxiety Chronic Pa
 Inflamm. Bo
 Pain (spec

/referring provider would like to be no

Show Additional Order Details ▾

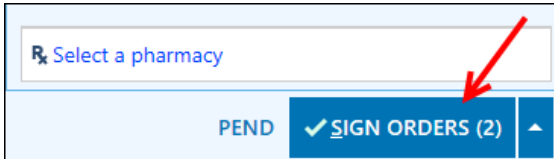
Next Required

Comments:

Sched Inst.:

- Click **Accept**.

12. Click the **Sign Orders** button on the bottom right corner of the screen.



13. From the Providers window, enter the **Order mode**. The selections for transcribing orders from MGB providers should be as follows:

- **Order mode:** Per protocol: no cosign required
- **Ordering Provider:** This should be name of the referring provider.
- **Authorizing Providers:** Pre-populates based on Ordering Provider.
- **Entered by:** If you are in a non-licensed professional role, enter "**ORDER MODE, SUPPORT STAFF.**" If you are an RN, this field will pre-populate with your name based on your log-in.

HINT: After you enter **ORDER MODE, SUPPORT STAFF** the first time, you can enter "**support**" to quickly populate the full title thereafter.

Result: The referral order is now in the appropriate referral workqueue for scheduling and is also available from the patient's Appt Desk.