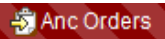


Change Order to External via Ancillary Orders

Designated MGH Cadence users have been granted access to modify an order class from an internal to external via Ancillary Orders once the order has previously been placed. If you have a question on who in your practice has this access, please contact your practice manager for more information.

1. Select “**Anc Orders**” activity



Note: You can find this by typing it into the **Search** field in the upper right-hand corner:



2. Search for your patient


3. Select the correct order from the list and Click “**Change Order**”

Ancillary Orders						
Pr	Order Date	Expected Date	S	Accession #	Procedure	Pre-auth Number
	09/11/2021	09/11/21 12:00 ...		E9557684	Mammogram Screening (Bilateral)	
	05/02/2021	05/02/21 12:00 ...		E8267181	MRI Brain	

FYI - the Order Details are available to view on the bottom of the screen when you select the order. You can see if any Scheduling Notes have been added.

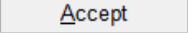
MRI Brain	
Patient:	
Order Date:	8/6/2021
Order Priority:	Routine
Study Status:	
Diagnosis:	Brain mass
Clinical Indications:	- ABNORMAL PRIOR IMAGING MRI [REL HX]
Order Comments:	SKULL BASE TUMOR *Please flag for Jeff Guenette to protocol* F/u for petroclival mass presumed meningioma
Scheduling Notes:	Completed Imaging at Sheilds on 9/5/2018

4. Class field: click the magnifying glass

Class: 

5. Select “External” and click “Accept” to close the Category Select box

Title	Number
Ancillary Performed	44
External	55
Hospital Performed	22
NWAS External	60

6. Click “Accept”  button on the bottom right
7. Enter the following in the “Providers” box:
 - a. Order mode: Choose “**Per protocol: cosign required**”
 - b. Entered by “**Order Mode, Support Staff**”
 - c. Comments: Type “**order performed externally**”
 - d. Click “Accept”



The screenshot shows a window titled "Providers" with a close button (X) in the top right corner. The window contains several input fields and buttons. The "Order mode:" field is a dropdown menu with "Per protocol: cosign required" selected. The "Ordering provider:" field is a search box containing "TEST, MULMREIGHT [1118267]". Below this is the "Authorizing Providers" section, which includes "For procedures:" (containing "TEST, MULMREIGHT [1118267]") and "For medications:" (empty). The "Entered by:" field is a search box containing "ORDER MODE, SUPPORT STAFF [999400]". The "Comments:" field is a text area containing "order performed externally". At the bottom of the window are "Accept" and "Cancel" buttons. A red arrow points to the "Accept" button.

8. Click “Close” on top right to close out of Ancillary Orders
(if your Work queue is designed to exclude external orders, the order will drop off Workqueue)



Record External Appt Info Using Sched Ext

For many practices, the Schedulable Orders Work queue does not exclude external orders. After following the process outlined above, users would then contact the patient to record the details of the externally scheduled visit using the **Sched Ext** button. Once the required data is captured, the order will drop off the Work queue.

1. Select the appropriate order on the Work queue, and hit the **Sched Ext** button toward the top of the Work queue:

Sched Order Workqueue - MGH BREAST CTR SURG SCHED ORDERS WQ Last refreshed: 6 /17/2021 8:21:36 AM

Refresh Filter Transfer Schedule Walk In **Sched Ext** Resolve Defer Cancel Appt Review Add-on Appt Desk Pgt Demog Edit Notes Special Request New Call More

Active (Total: 2) Deferred (Total: 0) Removed (Total: 0) Column Actions

Authorizatio...	Ordering Date	MRN	Name	Procedure Name	Procedure Category Na...	Expiration Date	Title	Abbreviation	Numbe
	09/26/2021	32501991	TEST, ABIGAIL	BI MAMMOGRAM	IMG MG EXAMS	09/26/2022	Routine	FUTURE	
	10/02/2021	97246912	CDHRADTESTDI, ONE	US PELVIS	IMG US PELVIS	01/02/2022	Routine	FUTURE	

2. Record the required information and hit **Accept**. Required fields are outlined in red below. *If the location isn't available in the dropdown list, select unknown from the dropdown list and type the location in the free text comments field.*

Note: users can record the provider, or just the location. The Comments field is an optional free text field.

Scheduled Externally x

Cdhradtestdi, One has an appointment scheduled elsewhere

9/31/2021
 8:00 AM
 America/New_...

Travel concerns

Provider Location

Comments

After Accept is selected, the order will drop off the Work queue.