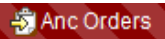## 📭 Change Order to External via Ancillary Orders

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**"

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.
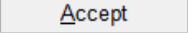

4. Class field: click the magnifying glass

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

6. Click "Accept" [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"

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 thetop of the Work queue:

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.

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