Order-Based Scheduling: How to transfer a follow up order from one workqueue to

another workqueue

1. From the original workqueue, click the Transfer button.



2. Enter the workqueue name or number that you would like to transfer the order to. You can click the magnifying glass to see all options if you do not remember the exact name.

% Name ID MGH ALLERGY AND IMMUNOLOGY FOLLOW UP TICKET SCHEDULING 127076 MGH ANESTHESIA PAIN CRITICAL CARE FOLLOW UP TICKET ORDERS 126483 MGH CANCER CENTER & SURGICAL ONC FOLLOW UP TICKET SCHEDULING 127415 MGH CARDIAC SURGERY FOLLOW UP TICKET ORDERS 126545 MGH CARDIOLOGY FOLLOW UP TICKET ORDERS 126545 MGH CHARLESTOWN HEALTH CENTER FOLLOW UP TICKET ORDERS 126353 MGH CHELSEA FOLLOW UP TICKET SCHEDULING 126465 MGH COMMUNITY SURGERY FOLLOW UP TICKET ORDERS 126430 MGH DERMATOLOGY FOLLOW UP TICKET ORDERS 126427 MGH BASTRO FOLLOW UP TICKET SCHEDULING 127078 MGH GASTRO FOLLOW UP TICKET ORDERS 126272 MGH GASTRO FOLLOW UP TICKET ORDERS 127034 MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 126270 MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126270			
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MGH CARDIAC SURGERY FOLLOW UP TICKET ORDERS 126545 MGH CARDIOLOGY FOLLOW UP TICKET SCHEDULING 127077 MGH CHARLESTOWN HEALTH CENTER FOLLOW UP TICKET ORDERS 126353 MGH CHELSEA FOLLOW UP TICKET SCHEDULING 126465 MGH COMMUNITY SURGERY FOLLOW UP TICKET ORDERS 126430 MGH DERMATOLOGY FOLLOW UP TICKET ORDERS 126272 MGH ENDOCRINE FOLLOW UP TICKET ORDERS 126272 MGH GASTRO FOLLOW UP TICKET ORDERS 127038 MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS 127034 MGH GYN FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 126270 MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126270	ER CENTER & SURGICAL ONC FOLLOW UP TICKET SCHEDULI	NG 127415	Appointment Reques
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MGH DERMATOLOGY FOLLOW UP TICKET ORDERS 126272 MGH ENDOCRINE FOLLOW UP TICKET SCHEDULING 127038 MGH GASTRO FOLLOW UP TICKET ORDERS 127374 MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS 126497 MGH GYN FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 126270 MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126400	IUNITY SURGERY FOLLOW UP TICKET ORDERS	126430	Appointment Reques
 MGH ENDOCRINE FOLLOW UP TICKET SCHEDULING MGH GASTRO FOLLOW UP TICKET ORDERS MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS MGH GYN FOLLOW UP TICKET ORDERS MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126400 	ATOLOGY FOLLOW UP TICKET ORDERS	126272	Appointment Reques
MGH GASTRO FOLLOW UP TICKET ORDERS 127374 MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS 126497 MGH GYN FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 126270 MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126400	CRINE FOLLOW UP TICKET SCHEDULING	127038	Appointment Reques
MGH GENERAL & GI SURGERY FOLLOW UP TICKET ORDERS 126497 MGH GYN FOLLOW UP TICKET ORDERS 127034 MGH INFECTIOUS DISEASE FOLLOW UP TICKET ORDERS 126270 MGH LARYNGEAL SURGERY FOLLOW UP TICKET ORDERS 126400	RO FOLLOW UP TICKET ORDERS	127374	Appointment Reques
Image: Might gyn Follow up Ticket orders 127034 Image: Might infectious disease follow up Ticket orders 126270 Image: Might large gyn follow up Ticket orders 126400	RAL & GI SURGERY FOLLOW UP TICKET ORDERS	126497	Appointment Reques
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	VGEAL SURGERY FOLLOW UP TICKET ORDERS	126400	Appointment Reques
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MGH NEUROSURGERY FOLLOW UP TICKET SCHEDULING 126423	OSURGERY FOLLOW UP TICKET SCHEDULING	126423	Appointment Reques

3. Select a reason for the transfer. Click Accept.

Dest	tination Requests Workqueue
Transfer destination:	MGH GYN FOLLOW UP TICKET ORDERS [127,0
Reason:	Wrong Department [3]
Comment:	
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4. The order will now appear on the new workqueue.