

Unscheduled Radiology Orders

Things to Highlight to Providers for Order Review

❖ ***What to do with orders that have been scheduled already***

There might be some orders that have been scheduled since the time the Unscheduled Radiology Orders list was created. For these orders, mark the order "Scheduled" in the Scheduler section (Column D). This will help the schedulers save some time while taking the final steps

❖ ***Orders/Providers do not belong to the Operational Cohort list***

If there are spreadsheets for providers who do not belong to that division, ***DO Not Delete that Spreadsheet***, reach out to your liaison team members to indicate those specific providers. The reason for these orders to be present in that Cohort, is while placing the orders, the provider was logged in that specific Operational Cohort-DEP. AM team will move the order/provider spreadsheet to the right Operational Cohort

If there are spreadsheets for providers who are not working in the practice anymore, it is the local practice responsibility to identify the workflow and process to mark those orders complete

❖ ***How to sort orders list based on Patient name***

Select Column J (Patient ID Record Name), Go to "Sort & Filter" on top right side, click on downward arrow, select "Sort A to Z", Select "Expand the selection", click "Sort". The patient list will be sorted based on patients last name from A to Z. This will help to find all the orders of a specific patient right next to each other in the rows

❖ ***Please do not add, remove any column and/or order information in the provider spreadsheets. If there is some discrepancy, reach out to your liaison team members to indicate the issue***