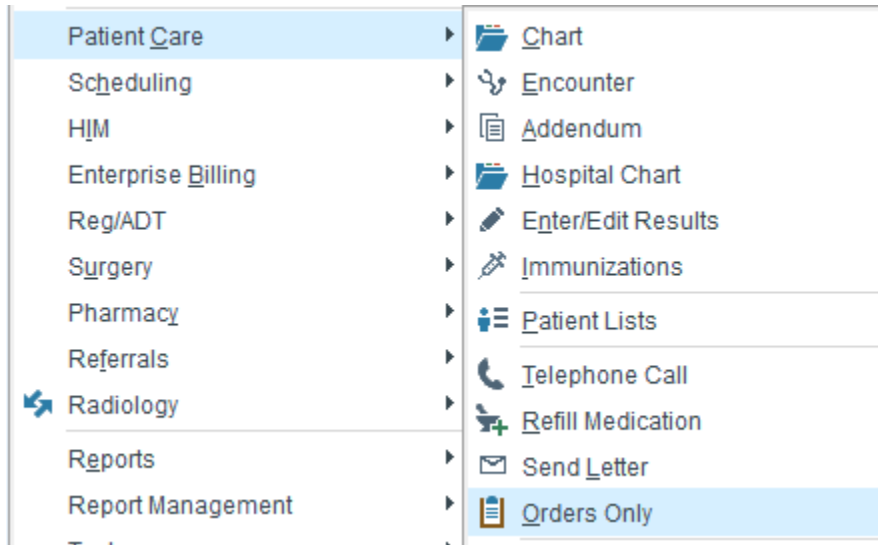


Create Order for Future Outpatient MRI on Inpatient

When scheduling a current inpatient for a future outpatient MRI, create a new Orders Only encounter to ensure the appointment will not be attached to the current inpatient visit by following these steps.

1. Click on the Epic button, select Patient Care, Orders Only



2. Select patient

A screenshot of the 'Patient Lookup' dialog box. The 'Select Patient' tab is active. The 'Name/MRN' field contains the text 'Test, Patient'. The 'Service area' dropdown is set to 'BEAUMONT HEALTH SYSTEM'. At the bottom, there are buttons for 'New', 'Find Patient', 'Clear', 'Accept', and 'Cancel'.

3. Enter ordering provider, then click Accept

A screenshot of the 'New Encounter for Test, Patient' dialog box. The 'Date' field is set to '1/28/2020'. The 'Provider' field is set to 'SMITH, J M' and the 'PCP' dropdown is selected. The 'Department' field is set to '5 WEST TR'. At the bottom, there are buttons for 'Accept' and 'Cancel'.

Create Order for Future Outpatient MRI on Inpatient

- Click Add Order on the bottom left of the screen

The screenshot shows a patient encounter for 'Test Patient' (Male, 52 y.o., 12/1/1967, MRN: 9999950). The left sidebar contains patient information, including allergies (Penicillin G) and social determinants. The main area shows a 'Sign Visit' button. At the bottom left, the '+ ADD ORDER' button is highlighted with a red box. The top navigation bar includes tabs for Summary, Chart Review, Results Review, Demographics, Letters, Charges, Order Review, and Orders Only Encounter.

- Type name of procedure then click the + sign or hit enter

The screenshot shows a search interface with a 'Start Review' button on the left. On the right, a search bar contains the text 'mri' and a green '+' button. A list of results is visible below the search bar.

- Select appropriate procedure and click Accept

The screenshot shows the 'Order Search' window with a search bar containing 'MRI'. The results are displayed in a table with columns: Code, Name, Type, Result Agency, Pref List, and Cost to Org. The table lists several MRI procedures, including 'MRI ABDOMEN W AND W/O GADOLINIUM' (IMG5315), 'MRI BREAST BILATERAL W AND W/O GADOLINIUM' (IMG5322), 'MRI CERVICAL SPINE W AND W/O GADOLINIUM' (IMG5328), 'MRI CHEST W AND W/O GADOLINIUM' (IMG5331), and 'MRI FEMUR/THIGH LEFT W AND W/O GADOLINIUM' (IMG5830). The 'Accept' button is highlighted in green.

Code	Name	Type	Result Agency	Pref List	Cost to Org
IMG5315	MRI ABDOMEN W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5322	MRI BREAST BILATERAL W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5328	MRI CERVICAL SPINE W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5331	MRI CHEST W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5830	MRI FEMUR/THIGH LEFT W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$

Create Order for Future Outpatient MRI on Inpatient

7. Fill out form, then click Accept

MRI CHEST W AND W/O GADOLINIUM

AcceptCancel

Status:NormalStandingFuture

Expected Date:2/4/2020TodayTomorrow1 Week2 Weeks1 Month3 Months6 Months1 YearApprox.

Comment:Before SurgBefore Next ApptBefore SurgeryOther (specify)

Expires:1/28/20211 Month2 Months3 Months4 Months6 Months1 Year18 Months

Priority:Routine

Class:Ancillary Pe

Reason for Exam:

Common Indications for Exam

☐ Access center transcribed order

☒ Dyspnea, chronic

☐ Lung nodule, 6-8mm, follow up exam

☐ Bronchiectasis

☐ Lung nodule, < 6mm, high cancer risk, initial follow up exam

☐ Lung nodule, multiple < 6mm, follow up exam

☐ Cardiomyopathy, non-ischemic suspected

☐ Lung nodule, < 6mm, low cancer risk, follow up exam

☐ Lymphadenopathy, chest or axilla

☐ Diminished pulses or claudication, arm

☐ Lung nodule, > 8mm, follow up exam

☐ Shortness of breath

Oncology Indications for Exam

☐ Kidney cancer, follow up

☐ Non-small cell lung cancer, post treatment, no evidence of disease

☐ Small cell lung cancer, monitor

☐ Mesothelioma, initial workup

☐ Small cell lung cancer, initial workup

Trauma Indications for Exam

☐ Chest trauma, blunt, high energy

☐ Chest trauma, blunt, low energy

☐ Chest trauma, penetrating

Other Reasons

☒ Congenital pneumonia

Reason for Exam (Free Text):

Record Decision Support information?

YesNo

Is the patient allergic to contrast?

YesNo

Is there renal insufficiency?

YesNo

Anesthesia required?

YesNo

CC Results:

Recipient

Modifier

Add PCP

Add My List

Build My Lists

Clear All

Next Required

AcceptCancel

Create Order for Future Outpatient MRI on Inpatient

8. Click Sign Orders

The screenshot shows a window titled "Dx Association" with a blue header bar containing "Edit Multiple" and "Options". The main content area is titled "After Visit" and displays the order "MRI CHEST W AND W/O GADOLINIUM". Below the order name, it shows "Expected: 2/4/2020 (Before Surgery), Expires: 1/28/2021," followed by "Routine, Ancillary Performed". There are three questions: "Is the patient allergic to contrast? No", "Is there renal insufficiency? No", and "Anesthesia required? No". At the bottom left of the content area is a link "Select a pharmacy". The bottom right of the window has a "PEND" button and a blue button labeled "SIGN ORDERS (1)".

9. Associate diagnosis

The screenshot shows a window titled "Associate Diagnoses" with a close button (X) in the top right. The main area is titled "Test, Patient" and contains an "Add diagnosis" button with a plus icon and a "Problems" dropdown menu. Below these, the word "Dizziness" is displayed next to a diamond icon. At the bottom, there is a search bar containing "MRI CHEST W AND W/O GADOLINIUM" with a blue checkmark icon to its right. At the very bottom are "Accept" and "Cancel" buttons.

10. Enter Provider, then click Accept

The screenshot shows a window titled "Providers" with a close button (X) in the top right. The main area is titled "Authorizing Providers" with the subtitle "For procedures". There is a search bar containing "SMITH, J M" and a "Filter: ☐ Nearby" option. Below this is a section titled "Cosigners" with the subtitle "For procedures" and a "Cosign required" checkbox. At the bottom right are "Accept" and "Cancel" buttons.

Create Order for Future Outpatient MRI on Inpatient

11. Scheduler opens Appointment Desk, selects appropriate patient, and selects the Active Requests tab of the appointment/requests section
12. Select appropriate request and click Schedule button at bottom of screen

Appointment Desk

Test Patient
Male, 52y.o., 12/01/1967
Phone: 248-555-5555
MRN: 9999950

Pt Verf: ELP
MyChart: Inactive

Peters, David W. MD
PCP

COVERAGE & FINANCIAL INFO
MEDICARE/MCR PARTS A AND B (+2)
Guarantor: P/F - No Relationship (+9)
Total Self-Pay: \$0.00

NO SHOWS
78 % All departments

Patient Summary (Edit)

Test Patient
1234 S. Elm St.
STERLING HEIGHTS MI 48310

MRN: 9999950
DOB: 12/1/1967
SSN: xxx-xx-xxxx
Home: 248-555-5555
Email:

Sex: Male
Age: 52 yrs
Lang: English
Work: 248-555-5566

[Temporary Address:](#)
[Confidential Address:](#)

Patient Guarantor Accounts

Guarantor Account Name	Guarantor Account#	Status	Service Area	Type
TEST PATIENT	1700070		RM	D/E

Active Requests

Creation Date	E-S Procedure	Category	Class	Priority	Notes	F/S	Expected Date
01/28/2020	MRI CHEST W AND W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			02/04/2020
06/14/2019	MRI THORACIC SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019
06/14/2019	MRI LUMBAR SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019
06/14/2019	MRI CERVICAL SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019

Schedule Walk In Edit Notes Edit View CC Results

13. Complete any applicable questionnaires
14. Select requested date and search for availability at desired location

Recommended Solution

01/31/2020 - 03/02/2020 ☒ Multiple solutions ☐ Group by center ☐ Visits in any order Patient Options

Date	Arrive By	Time	Length	Visit Type	Provider	Department	Center	Hold
2/16/2020 (Sun)	10:00 AM	10:00 AM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	7:40 PM	7:40 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	8:20 PM	8:20 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	9:00 PM	9:00 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/18/2020 (Tue)	9:00 AM	9:00 AM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>

Create Order for Future Outpatient MRI on Inpatient

15. Click Schedule on desired appointment and verify pop up window has Outpatient selected

Appointment Review

Sunday Feb 16, 2020
Appt at 10:00 AM (80 min)

TRMROSC OPEN 1.5

RAD MRI OSCSH at Troy Hospital

MRI CHEST

Insurance
MEDICARE
MCR PARTS A AND B

Effective Dates
9/06/12 -

Center
Troy Hospital [21]

Location Instructions
Beaumont Medical Park, Sterling Heights, 44250 Dequindre Rd. located on the east side of Dequindre. Enter the Outpatient Services Center at the south entrance door closest to the flag pole. If these doors are locked, press the button on the right that has the picture of the phone on it and someone will let you in. Check in at the registration desk on your left. If your appointment is scheduled on Saturday or Sunday between 7am - 3pm, please enter the Outpatient Services Center at the atrium entrance located in front of the circle drive. Proceed left, down the hallway and check in at the Registration Desk. If your appointment is scheduled on Saturday or Sunday between 330p - 7pm, enter the Outpatient Services Center at the south entrance door closest to the flag pole.

Procedure
MRI CHEST W AND W/O GADOLINIUM

Patient Instructions
You must arrive 30 minutes prior to the scheduled appointment time.
A Physician's order is required for this exam. We will not be able to do your exam without an electronic or written order from your physician.

Please bring the following items:

Outpatient Inpatient Add to Wait List Mark as Confirmed

Accept Cancel

16. Follow Registration process and create a new Outpatient HAR

Registration

Travel Screening Appt Desk PCP Audit Trail Claim Info MSP Referrals View MSPQ Patient FYI Auth/Cert Linkage Auth/Cert Benefit Collec

Test, Patient
Encounter Info
Provider / Ref Provid...

Hospital Accounts
Documents
Checklist

Patient class: Outpatient Guarantor acct type: Personal/Family

This Encounter

Encounter Type:	Appt	Unit/Dept:	RMOSCSH	Diagnosis:	
Service:		Encounter Date:	2/16/20	Provider:	Trmrosc Open*
Guarantor:	P/F	Hosp Acct Type:	N/A	Patient Class:	Outpatient
Coded Dx:		No. of Encounters:	N/A		

Select a hospital account for this encounter

Create New Hospital Account

Account ID - Guarantor	Relation to Patient	DOB	Address
1290029 - TEST,PATIENT	Self	12/1/1967	1234 S. Elm St.

Add Guarantor

Override Create New Account