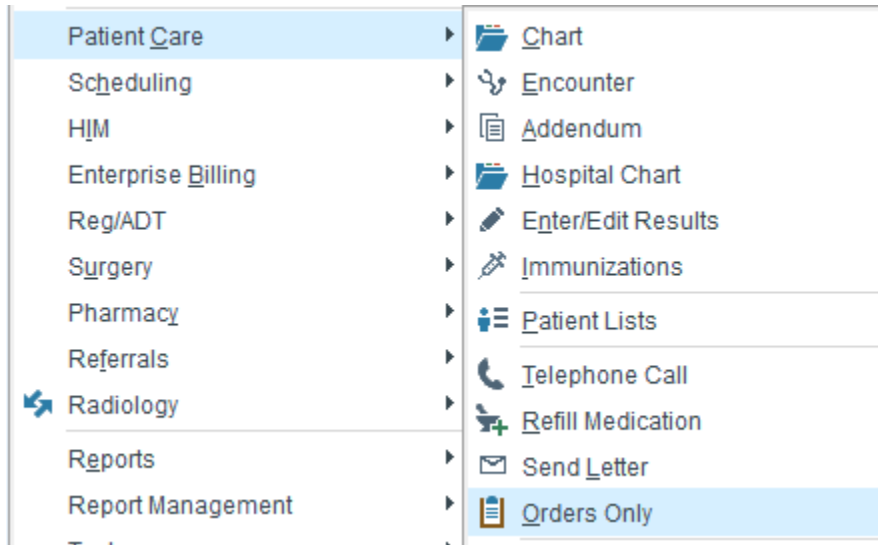# Create Order for Future Outpatient MRI on Inpatient

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

3. Enter ordering provider, then click Accept

4. Click Add Order on the bottom left of the screen

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

6. Select appropriate procedure and click Accept

7. Fill out form, then click Accept

MRI CHEST W AND W/O GADOLINIUM ✔ Accept ✕ Cancel

| Status: | Normal | Standing | **Future** |

Expected Date: 2/4/2020 | Today | Tomorrow | **1 Week** | 2 Weeks | 1 Month | 3 Months | 6 Months | 1 Year | ☐ Approx.

Comment: Before Surg 🔍 | Before Next Appt | **Before Surgery** | Other (specify)

Expires: 1/28/2021 | 1 Month | 2 Months | 3 Months | 4 Months | 6 Months | **1 Year** | 18 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? | Yes | No

Is the patient allergic to contrast? ⓘ | Yes | **No**

Is there renal insufficiency? | Yes | **No**

Anesthesia required? | Yes | **No**

CC Results:

Recipient	Modifier		
		Add PCP	∨
		Add My List	∨
		Build My Lists	
		Clear All	

❶ Next Required | ✔ Accept ✕ Cancel

8. Click Sign Orders

9. Associate diagnosis

10. Enter Provider, then click Accept

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

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

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

16. Follow Registration process and create a new Outpatient HAR