

Place an External Order

Placing an External Outpatient Order

When placing an external outpatient (non-Children's) order for services such as diagnostic tests, procedures, therapy, etc. follow the steps below.

Note: If a patient needs an appointment with a specialty care provider that is not available through a Children's Minnesota clinic, Children's Health Network (CHN) affiliated providers are the recommended referral option. Click <u>here</u> for instructions on how to place a **Non Children's Clinics Referrals** order.

- 1. Select Order Entry/Order Favorites from your Workflow Summary page.
- 2. In the Search field, type Outpatient. Select the desired order from the results.

Ambulatory	\times	IP Manage	\times +					
	Ŧ	Order Entry/Order	Favorites		2			+
Clinical Highlights	^	Clinic Meds & All Orders	Prescriptions & All Orders	outpatient			XQ	
Problem List/Dx		A Home	My Favorites	Public	Shared		Search Results	
Favorites Top 60 Matches								
Patient Home Plan of Care		Outpatient 6 Minute	Walk Test	☆ Outpa	atient Electrocardiogram	☆	Outpatient nNO	☆
eCW Archives (Harmony)		Outpatient Anticoagulation Therapy Management Referral		☆ Outpa	atient Electroencephalogram	☆	Outpatient nNO Reason: Primary Ciliary Dyskinesia	☆
Documents (20) Outpatient A		Outpatient Audiology	/ Evaluation	🕁 Outpa	atient Electroencephalogram Video	☆	Outpatient Occupational Therapy Evaluation	☆
Home Medications (2)		Outpatient Car Seat	Evaluation	☆ Outpa	atient Electromyogram	☆	Outpatient OT/SLP Feeding Evaluation	☆
Allergies (0)		Outer the sharehouse						

3. Click the Orders for Signature icon to open the order.



4. Click Modify Details

Orders for Signature	×
List View Association View	
Click a cell to associate a This Visit problem with an or	der. 🗹 Always default association Clear all associations
	Cancer (C80.1) Associate with all
✓ Radiology/Diagnostic Tests (1)	
& Outpatient Electrocardiogram Remove *Est. 12/8/2022, Future Visit Order, Clear row	
	Sign Save Modify Details Cancel

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5. Select External (Yes)

6. Click Sign.

Orders for Signature										
💲 🕜 🖳 Ϋ Order Name	Status Start	Details								
△ Hem/Onc CI-M Acct: Admit: 11/30/2022 9:00 CST										
⊿ Radiology/Diagnostic Tests										
Outpatient Electr	ocar Order *Est. 12	/8/2022 *Est. 12/8/2022, Future Visit Order, Reason: Irregular heartbeat, With Rhyth								
▼ Details for Outpatient Electrocardiogram										
Dia Dia Dia Dia Dia	gnoses									
Order details	+ %	llı. Detail values								
Start Date/Time [*Est. 12/8/2022 11:29 C	5T]									
Stop Date/Time Future Visit Order [Ves]		Yes								
Reason for Test/Procedure [Irregular heat	t]									
With Rhythm Strin 2 [No]										
External [Yes]										
special instructions										
0 Missing Required Details Dx Table Orders For Cosignature Sign Cancel										

7. Print the external order document. Give one copy to the patient/family and fax a copy to the external entity.