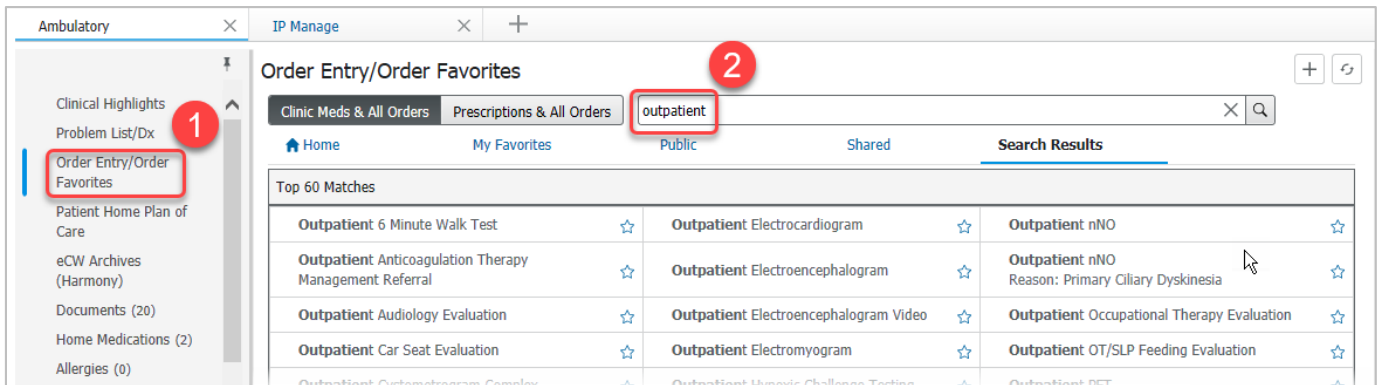


## Placing an External Outpatient Order

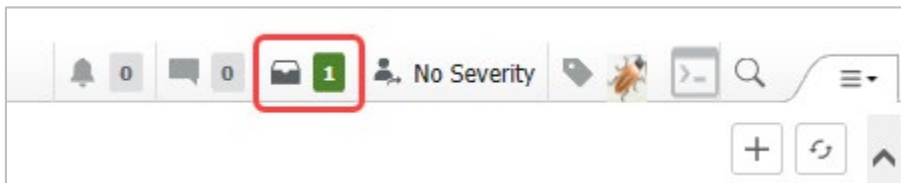
When placing an external outpatient (non-Children's) order for services such as diagnostic tests, procedures, therapy, etc. follow the steps below.

**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 [here](#) for instructions on how to place a **Non Children's Clinics Referrals** order.

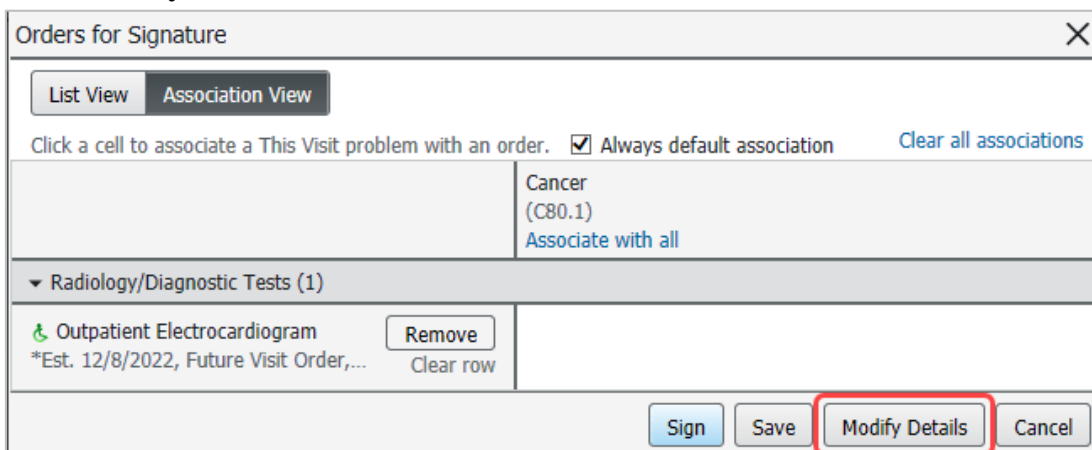
1. Select Order Entry/Order Favorites from your Workflow Summary page.
2. In the Search field, type Outpatient. Select the desired order from the results.



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



4. Click **Modify Details**



5. Select **External (Yes)**
6. Click **Sign**.

Orders for Signature

\$	?	Order Name	Status	Start	Details
△		Hem/Onc CI-M Acct: Admit: 11/30/2022 9:00 CST			
△		Radiology/Diagnostic Tests			
	<input type="checkbox"/>	Outpatient Electrocar... Order		*Est. 12/8/2022	*Est. 12/8/2022, Future Visit Order, Reason: Irregular heartbeat, With Rhyth...

▼ Details for Outpatient Electrocardiogram

Details | Order Comments | Diagnoses

Order details

Start Date/Time [*Est. 12/8/2022 11:29 CST]	Detail values
Stop Date/Time	No
Future Visit Order [Yes]	Yes
Reason for Test/Procedure [Irregular heart...]	
With Rhythm Strip? [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.