Placing an External Order

1. From the Clinical Summary, select the + (plus sign).

Or

From the Menu, select Orders or Quick Orders.

2. In the Search, type Outpatient, then select the outpatient order from the dropdown list – e.g., an EKG.

3. Select Done in the Add Order window.

Note: Since the clinic is external to Children’s, an all-electronic process does not exist – there will continue to be a need for phone calls, etc.

4. Complete the yellow highlighted fields, and include External (Yes).

5. Click Sign.

6. At Discharge, use the Depart Tool to print the external document. Give a copy to the family and fax a copy to the external clinic.