

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.

The screenshot shows the 'Order Entry/Order Favorites' window. On the left sidebar, 'Order Entry/Order Favorites' is highlighted with a red box and a '1'. In the main search area, the search term 'outpatient' is entered into the search field, which is also highlighted with a red box and a '2'. Below the search field, a table of 'Top 60 Matches' is displayed, listing various outpatient services such as 'Outpatient 6 Minute Walk Test', 'Outpatient Electrocardiogram', and 'Outpatient nNO'.

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

The screenshot shows a toolbar with several icons. The 'Orders for Signature' icon, which depicts a document with a signature, is highlighted with a red box and a '1'. Other icons include a bell, a speech bubble, a person, and a search icon.

4. Click **Modify Details**.

The screenshot shows the 'Orders for Signature' dialog box. It has tabs for 'List View' and 'Association View'. Below the tabs, there is a section for 'Radiology/Diagnostic Tests (1)'. Under this section, an order for 'Outpatient Electrocardiogram' is listed. At the bottom of the dialog box, the 'Modify Details' button is highlighted with a red box.

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]
 Stop Date/Time
 Future Visit Order [Yes]
 Reason for Test/Procedure [Irregular heart...]
 With Rhythm Strip? [No]
External [Yes]
 Special Instructions

Detail values

No
Yes

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.