

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.

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

Ambulatory	×	IP Manage	\times +							
	¥	Order Entry/Orde	r Favorites		2				+ 9	
Clinical Highlights	^	Clinic Meds & All Order	rs Prescriptions & All Or	ders	outpatient			XQ		
Problem List/Dx Order Entry/Order		A Home	My Favorites	C	Public	Shared		Search Results		
Favorites		Top 60 Matches								
Patient Home Plan of Care		Outpatient 6 Minu	te Walk Test	☆	Outpatie	nt Electrocardiogram	습	Outpatient nNO	☆	
eCW Archives (Harmony)		Outpatient Anticoagulation Therapy Management Referral			Outpatient Electroencephalogram		☆	Outpatient nNO Reason: Primary Ciliary Dyskinesia	☆	
Documents (20)		Outpatient Audiology Evaluation Outpatient Car Seat Evaluation		☆	Outpatient Electroencephalogram Video 1/2 Outpatient Electromyogram 1/2			Outpatient Occupational Therapy Evaluation	☆	
Home Medications (2)				☆				Outpatient OT/SLP Feeding Evaluation	☆	
Allergies (0)		Outpatient Outer	otrogram Complex		Outpatia	nt Hypoxic Challongo Tosting		Outpatient DET		

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



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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Place an External Order

5. Select External (Yes).

6. Click Sign.

Orders for Signature											
\$?	🖳 🏹 Order	Name	Status	Start	Details						
△ Hem/Onc CI-M	△ Hem/Onc CI-M Acct: Admit: 11/30/2022 9:00 CST										
⊿ Radiology/Diagnostic Tests											
	Outpa	tient Electrocar	Order	*Est. 12/8/2022	*Est. 12/8/2022	, Future Visit Order, Reasc	on: Irregular heartbea	it, With Rhyth			
✓ Details for Outpa Details III Ord	itient Electroo		s								
Order details				+ 1 k.	Detail values						
Start Date/Time Stop Date/Time Future Visit Order Reason for Test/Pr With Rhythm Strip 7 External [Yes] Special Instructions	Yes] ocedure [Irre [No]				♦ No ¥es ¥es ¥						
0 Missing Required De	tails Dx Ta	able Orders I	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.