# Scheduling Orders for Surgical Procedures

Placing a scheduling order for a surgical procedure increases the accuracy of the data collected and improves reimbursement rates. It is important these orders be entered in a timely fashion.

## *Locating Orders*

In the Order Entry/Orders Favorite component, type *Sched* into the search window to find all scheduling order types.

To search for a specific order, use partial word search. For example, entering *sched pap* in the **Search** field will return the Schedule Pap Smear Collection order.

To search for an unlisted order if an appropriate order cannot be found, enter *unlisted* in the **Search** field. Complete the order details, enter the CPT code, and enter the procedure description in the order.

## *Creating an Order Favorite*

To save an order as a favorite from the Workflow Summary, click on the blue star next to the order.

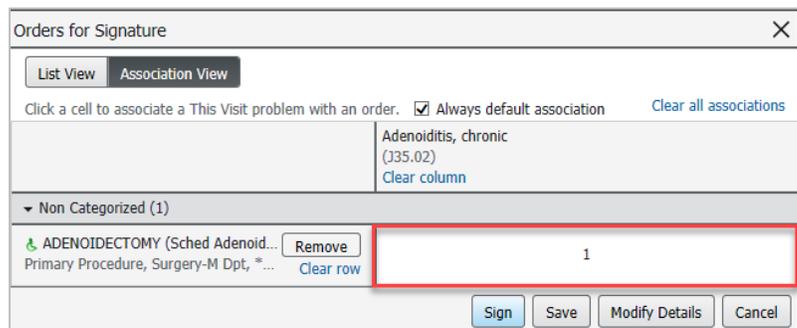Changing the order details within a saved favorite is not recommended.

**Note:** Scheduling orders will periodically be updated with the latest CPT codes. These updates will force the user to resave the base order.
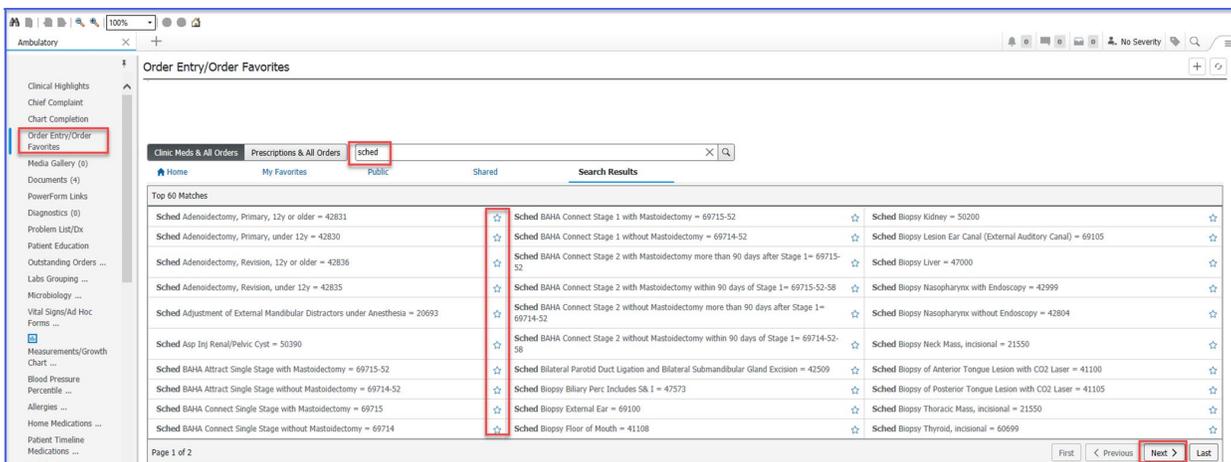


## *Diagnosis Association*

To associate the diagnosis with an order placed from the Workflow Summary:

1. Click on the order.
2. Click the **Orders for Signature** icon (green box) in the upper right of the Workflow Summary view to open the Orders for Signature window.
3. Associate the appropriate diagnoses by clicking on the white box below the diagnoses.

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To associate the diagnosis from within the order:

1. Click on the orders tab and select the **Diagnoses** tab.
2. Enter the diagnosis into the **Search** window and press **Enter** on your keyboard. This will add the diagnosis to the list.
3. Click the checkbox next to the order to associate the newly added diagnosis.
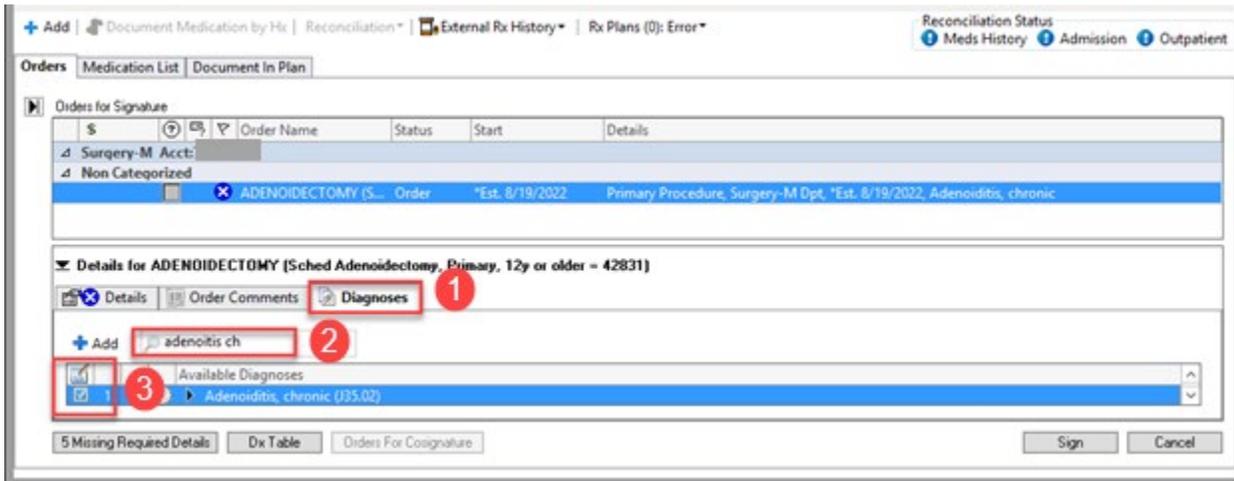


### *Completing the Scheduling Order Details*

The scheduling order details may vary slightly based on the specialty.

A standard order detail is **Scheduling Stratification.** This is used to indicate the urgency of the procedure date. The **Elective C** detail should be used to choose a surgery date.

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