

# Scheduling Orders for Surgical Procedures

# **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.

🗚 🗎   🖶 🖿   🔍 🔍   100%	• • • <b>4</b>		
Ambulatory ×	+		🌲 o 🔲 o 🚔 o 🛼 No Severity 🔖 🔍 🖉 🚍
¥	Order Entry/Order Favorites		+ 0
Clinical Highlights	-		
Chief Complaint			
Chart Completion			
Order Entry/Order Eavorites			
Media Gallery (0)	Clinic Meds & All Orders Prescriptions & All Orders sched	× Q	
Documents (4)	A Home My Favorites Public	Shared Search Results	
PowerForm Links	Top 60 Matches		
Diagnostics (0)	Sched Adenoidectomy, Primary, 12y or older = 42831	Sched BAHA Connect Stage 1 with Mastoidectomy = 69715-52	☆ Sched Biopsy Kidney = 50200 ☆
Problem List/Dx	Sched Adenoidectomy, Primary, under 12y = 42830	☆ Sched BAHA Connect Stage 1 without Mastoidectomy = 69714-52	☆ Sched Biopsy Lesion Ear Canal (External Auditory Canal) = 69105
Outstanding Orders	Sched Adenoidectomy, Revision, 12y or older = 42836	Sched BAHA Connect Stage 2 with Mastoidectomy more than 90 days after Stage 1= 69715- 52	☆ Sched Biopsy Liver = 47000 ☆
Labs Grouping	Sched Adenoidectomy, Revision, under 12y = 42835	☆ Sched BAHA Connect Stage 2 with Mastoidectomy within 90 days of Stage 1= 69715-52-58	☆ Sched Biopsy Nasopharymx with Endoscopy = 42999 ☆
Vital Signs/Ad Hoc Forms	Sched Adjustment of External Mandibular Distractors under Anesthesia = 20693	Sched BAHA Connect Stage 2 without Mastoidectomy more than 90 days after Stage 1=     69714-52	☆ Sched Biopsy Nasopharynx without Endoscopy = 42804 ☆
Measurements/Growth	Sched Asp Inj Renal/Pelvic Cyst = 50390	☆ Sched BAHA Connect Stage 2 without Mastoidectomy within 90 days of Stage 1= 69714-52- 58	☆ Sched Biopsy Neck Mass, Incisional = 21550 ☆
Chart	Sched BAHA Attract Single Stage with Mastoidectomy = 69715-52	☆ Sched Bilateral Parotid Duct Ligation and Bilateral Submandibular Gland Excision = 42509	☆ Sched Biopsy of Anterior Tongue Lesion with CO2 Laser = 41100 ☆
Percentile	Sched BAHA Attract Single Stage without Mastoidectomy = 69714-52	☆ Sched Biopsy Biliary Perc Includes S& I = 47573	☆ Sched Biopsy of Posterior Tongue Lesion with CO2 Laser = 41105 ☆
Allergies	Sched BAHA Connect Single Stage with Mastoidectomy = 69715	☆ Sched Biopsy External Ear = 69100	☆ Sched Biopsy Thoracic Mass, incisional = 21550 ☆
Home Medications	Sched BAHA Connect Single Stage without Mastoidectomy = 69714	Sched Biopsy Floor of Mouth = 41108	☆ Sched Biopsy Thyroid, incisional = 60599 ☆
Patient Timeline Medications	Page 1 of 2		First C Previous Next > Last

# **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.

Orders for Signature		×
List View Association View		
Click a cell to associate a This Visit problem with an o	rder. 🗹 Always default association	Clear all associations
	Adenoiditis, chronic (J35.02) Clear column	
- Non Categorized (1)		
ADENOIDECTOMY (Sched Adenoid Remove Primary Procedure, Surgery-M Dpt, * Clear row	1	
	Sign Save Mod	lify Details Cancel

#### 1

#### Informatics Education Reviewed December 2024

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally Copyright © 2024 Children's Minnesota. All rights reserved. Some content is based on the intellectual property of Cerner Corporation and used with permission. All other trade names and registered trademarks are the property of their respective owners. This content is designed for general use with most patients; each clinician should use his or her own independent judgment to meet the needs of each individual patient. This content is not a substitute for professional medical advice, diagnosis, or treatment.



# Scheduling Orders for Surgical Procedures

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.

Add	Docum	ont Media	ation b	y Hx   Reconciliati	on*   🖬 E	xternal Rx History •	Rx Plans (0): Error *	Reconciliation Status Meds History  Admission	Outpatie
ers	Medication	List Do	umen	t In Plan					
010	ders for Signatu	re							
	\$	0 B	10	der Name	Status	Start	Details		
۵	Surgery-M	Acct:		1		Lances			
4	Non Catego	rized							
			X AL	ENOIDECTOMY (S.	Order	*Ext. 8/19/2022	Primary Procedure, Surgery-M Dp	t, *Est. 8/19/2022, Adenoiditis, chronic	
×	Details for /	ADE NOIL	ECTO er Corr	MY (Sched Adeno	idectomy,	Primary, 12y or older	r = 42831)		
	Details for / Details Add	ADENOID B Ord	er Com	MY (Sched Adeno Iments 😥 Diagn	idectomy,	Rimary, 12y or older	r = 42831)		
	Details for A	ADENOID adenoit Availa	eCTO er Corr s ch ble Dia denoid	MY (Sched Adeno ments Diagn 2) agnoses Rite, chronic (135.02)	idectomy,	Primary, 12y or older	r = 42831)		< >

# 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.

Orders for Signature									
\$ 🕐 🕫 Order Name	Status	Start	Details						
△ Surgery-M Acct:71437028									
△ Non Categorized									
📃 🛛 😣 ADENOIDECTOMY (S	Order	*Est. 8/18/2022	Primary Procedure, Surgery-M Dpt, *Est. 8/18/20	2022					
			400043						
Details for ADENUIDELTUMY (Sched Adenoid	dectomy, P	rimary, 12y or older =	= 42831)						
Details 📴 Order Comments 🔯 Diagno	oses								
			<b>+ = k</b>						
Order details			T 🔲 III.	De	tail values				
Scheduling Stratification			<u>^</u>	۰E	lective A - Risk to Medical Stability				
Prior Authorization (CPTs)			=	~ E	lective B - Risk if Delayed > 3 months				
Alternate Surgical Procedure Text *				Ě	lective C - Low Risk of Consequences				
Modifier 1			Į (	J 1	evel 1 - Immediate/Life&Death (OR Now)				
Surgical Area UDF [Surgery-M Dpt]					evel 2 - Urgent (OR within 6 hours)				
Surgeon's Estimated Operative Time			22	×   [	avel 3 High (OB within 12 hours)				
Interventional Rad locations			~		evers - High (OK within 12 hours)	1			
Sura Dracadura duratian				Ľ		•			
5 Missing Required Details Dx Table Orders	For Cosignatu	lie				Sign			