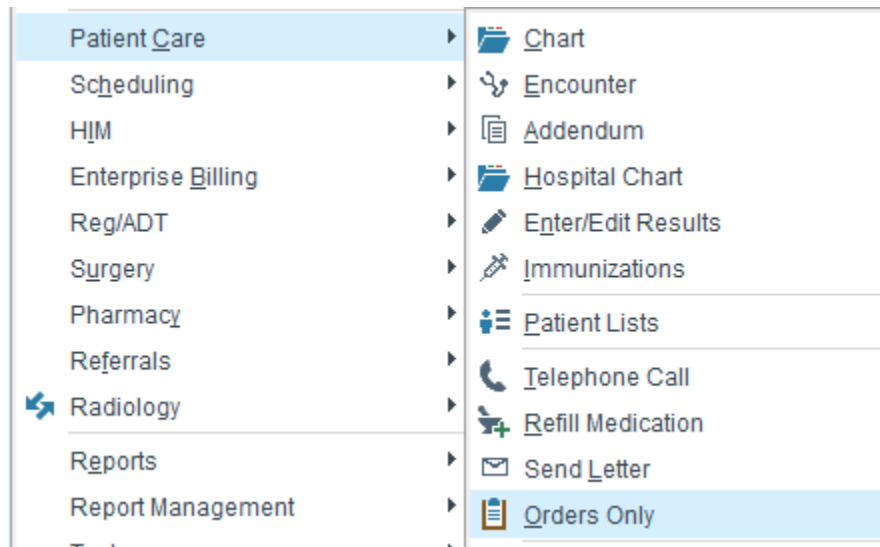


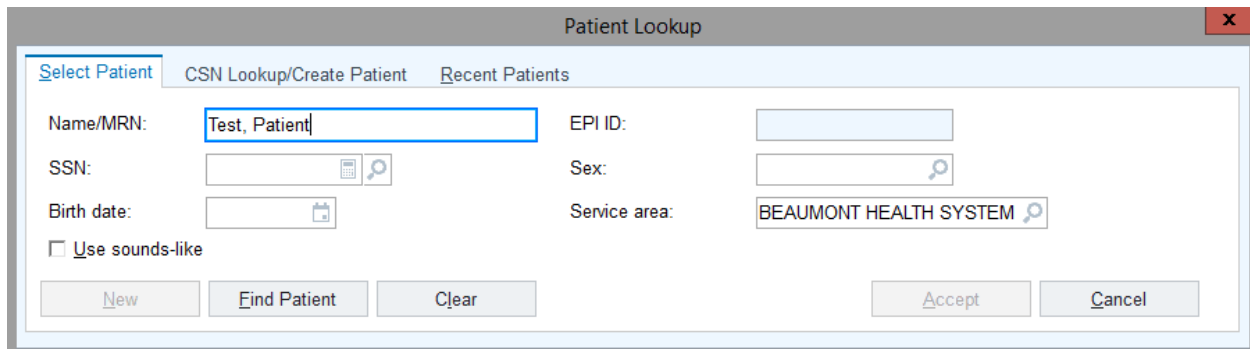
Create Order for Future Outpatient MRI on Inpatient

When scheduling a current inpatient for a future outpatient MRI, create a new Orders Only encounter to ensure the appointment will not be attached to the current inpatient visit by following these steps.

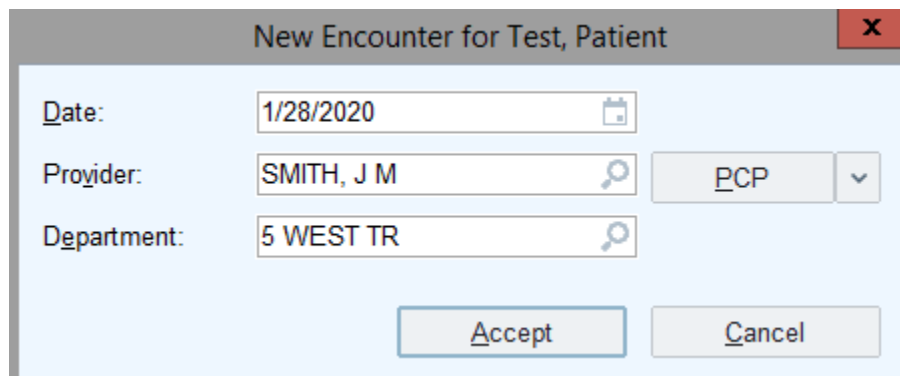
1. Click on the Epic button, select Patient Care, Orders Only



2. Select patient

A screenshot of the 'Patient Lookup' dialog box in Epic. The 'Select Patient' tab is active. The 'Name/MRN' field contains 'Test, Patient'. The 'EPI ID' field is empty. The 'SSN' field has a search icon. The 'Sex' field has a search icon. The 'Birth date' field has a calendar icon. The 'Service area' field is set to 'BEAUMONT HEALTH SYSTEM'. At the bottom, there are buttons for 'New', 'Find Patient', 'Clear', 'Accept', and 'Cancel'.

3. Enter ordering provider, then click Accept

A screenshot of the 'New Encounter for Test, Patient' dialog box. The 'Date' field is set to '1/28/2020'. The 'Provider' field is set to 'SMITH, J M' with a search icon. The 'Department' field is set to '5 WEST TR' with a search icon. To the right of the provider field is a dropdown menu showing 'PCP'. At the bottom, there are buttons for 'Accept' and 'Cancel'.

Create Order for Future Outpatient MRI on Inpatient

- Click Add Order on the bottom left of the screen

The screenshot shows a patient encounter for 'Test Patient' (Male, 52 y.o., 12/1/1967, MRN: 9999950). The encounter is dated 1/28/2020 and is for 'Orders Only'. The left sidebar contains patient information, including allergies (Penicillin G) and social determinants. The main area shows a 'Sign Visit' button. At the bottom left, the '+ ADD ORDER' button is highlighted with a red box.

- Type name of procedure then click the + sign or hit enter

The screenshot shows the procedure search interface. The search bar contains the text 'mri'. To the left of the search bar is a 'Start Review' button. To the right of the search bar is a green '+' button and a menu icon.

- Select appropriate procedure and click Accept

The screenshot shows the 'Order Search' window. The search term 'MRI' is entered in the search bar. The results are displayed in a table with columns: Code, Name, Type, Result Agency, Pref List, and Cost to Org. The table lists several MRI procedures, including 'MRI ABDOMEN W AND W/O GADOLINIUM', 'MRI BREAST BILATERAL W AND W/O GADOLINIUM', 'MRI CERVICAL SPINE W AND W/O GADOLINIUM', 'MRI CHEST W AND W/O GADOLINIUM', and 'MRI FEMUR/THIGH LEFT W AND W/O GADOLINIUM'. The 'MRI CHEST W AND W/O GADOLINIUM' row is highlighted. At the bottom right, there are buttons for 'Select And Stay', 'Accept', and 'Cancel'.

Code	Name	Type	Result Agency	Pref List	Cost to Org
IMG5315	MRI ABDOMEN W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5322	MRI BREAST BILATERAL W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5328	MRI CERVICAL SPINE W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5331	MRI CHEST W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$
IMG5830	MRI FEMUR/THIGH LEFT W AND W/O GADOLINIUM	Imaging	WBH AMB IMAGI...	WBH AMB IMAGI...	\$\$\$\$\$

Create Order for Future Outpatient MRI on Inpatient

7. Fill out form, then click Accept

MRI CHEST W AND W/O GADOLINIUM

AcceptCancel

Status:NormalStandingFuture

Expected Date:2/4/2020TodayTomorrow1 Week2 Weeks1 Month3 Months6 Months1 YearApprox.

Comment:Before SurgBefore Next ApptBefore SurgeryOther (specify)

Expires:1/28/20211 Month2 Months3 Months4 Months6 Months1 Year18 Months

Priority:Routine

Class:Ancillary Pe

Reason for Exam:

Common Indications for Exam

☐ Access center transcribed order

☒ Dyspnea, chronic

☐ Lung nodule, 6-8mm, follow up exam

☐ Bronchiectasis

☐ Lung nodule, < 6mm, high cancer risk, initial follow up exam

☐ Lung nodule, multiple < 6mm, follow up exam

☐ Cardiomyopathy, non-ischemic suspected

☐ Lung nodule, < 6mm, low cancer risk, follow up exam

☐ Lymphadenopathy, chest or axilla

☐ Diminished pulses or claudication, arm

☐ Lung nodule, > 8mm, follow up exam

☐ Shortness of breath

Oncology Indications for Exam

☐ Kidney cancer, follow up

☐ Non-small cell lung cancer, post treatment, no evidence of disease

☐ Small cell lung cancer, monitor

☐ Mesothelioma, initial workup

☐ Small cell lung cancer, initial workup

Trauma Indications for Exam

☐ Chest trauma, blunt, high energy

☐ Chest trauma, blunt, low energy

☐ Chest trauma, penetrating

Other Reasons

☒ Congenital pneumonia

Reason for Exam (Free Text):

Record Decision

Support information?

YesNo

Is the patient allergic to contrast?

YesNo

Is there renal insufficiency?

YesNo

Anesthesia required?

YesNo

CC Results:

Recipient

Modifier

Add PCP

Add My List

Build My Lists

Clear All

Next Required

AcceptCancel

Create Order for Future Outpatient MRI on Inpatient

8. Click Sign Orders

The screenshot shows a software window titled "Dx Association" with a blue header bar. The header contains a home icon, the text "Dx Association", a pencil icon, and the text "Edit Multiple". On the right side of the header is a dropdown menu labeled "Options" and a square icon. The main content area has a light blue background. At the top, there is a house icon followed by the text "After Visit". Below this is the text "MRI CHEST W AND W/O GADOLINIUM" in bold. Underneath is a purple square icon followed by the text "Expected: 2/4/2020 (Before Surgery), Expires: 1/28/2021,". Below that is the text "Routine, Ancillary Performed". Then, two lines of text: "Is the patient allergic to contrast? No" and "Is there renal insufficiency? No". Below that is the text "Anesthesia required? No". At the bottom of the main content area is a light blue bar with a pharmacy icon and the text "Select a pharmacy". At the bottom of the window, there is a light blue bar with the text "PEND" and a blue button with a checkmark and the text "SIGN ORDERS (1)".

9. Associate diagnosis

The screenshot shows a software window titled "Associate Diagnoses" with a grey header bar and a red close button. The main content area has a light blue background. At the top, there is a blue header with the text "Test, Patient". Below this is a light blue bar with a text input field containing "Add diagnosis" and a green plus icon, and a dropdown menu labeled "Problems". To the right of the dropdown menu is the text "Dizziness" in a light blue font. Below this is a light blue bar with a red circle icon and the text "MRI CHEST W AND W/O GADOLINIUM", and a blue checkmark icon. At the bottom of the window, there is a light blue bar with a green checkmark and the text "Accept", and a red X and the text "Cancel".

10. Enter Provider, then click Accept

The screenshot shows a software window titled "Providers" with a grey header bar and a red close button. The main content area has a light blue background. At the top, there is a blue header with the text "Authorizing Providers". Below this is the text "For procedures". To the right of the text is a filter input field with the text "Filter: Nearby". Below the filter input field is a text input field containing "SMITH, J M" and a magnifying glass icon. Below the text input field is a blue bar with the text "Cosigners". Below the blue bar is the text "For procedures". To the right of the text is a checkbox labeled "Cosign required". At the bottom of the window, there is a light blue bar with a green checkmark and the text "Accept", and a red X and the text "Cancel".

Create Order for Future Outpatient MRI on Inpatient

11. Scheduler opens Appointment Desk, selects appropriate patient, and selects the Active Requests tab of the appointment/requests section
12. Select appropriate request and click Schedule button at bottom of screen

Appointment Desk

Test Patient
Male, 52y.o., 12/01/1967
Phone: 248-555-5555
MRN: 9999950

Pt Verf: ELP
MyChart: Inactive

Peters, David W. MD
PCP

COVERAGE & FINANCIAL INFO
MEDICARE/MCR PARTS A AND B (+2)
Guarantor: P/F - No Relationship (+9)
Total Self-Pay: \$0.00

NO SHOWS
78 % All departments

Patient Summary (Edit)

Test Patient
1234 S. Elm St.
STERLING HEIGHTS MI 48310

MRN: 9999950
DOB: 12/1/1967
SSN: xxx-xx-xxxx
Home: 248-555-5555
Email:

Sex: Male
Age: 52 yrs
Lang: English
Work: 248-555-5566

[Temporary Address:](#)
[Confidential Address:](#)

Patient Guarantor Accounts

Guarantor Account Name	Guarantor Account#	Status	Service Area	Type
TEST PATIENT	1700070		RM	D/E

Active Requests

Creation Date	E-S Procedure	Category	Class	Priority	Notes	F/S	Expected Date
01/28/2020	MRI CHEST W AND W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			02/04/2020
06/14/2019	MRI THORACIC SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019
06/14/2019	MRI LUMBAR SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019
06/14/2019	MRI CERVICAL SPINE W/O GADOLINIUM	WBH IMG MRI ORDERABLES	Ancillary Performed	Routine			06/14/2019

Schedule Walk In Edit Notes Edit View CC Results

13. Complete any applicable questionnaires
14. Select requested date and search for availability at desired location

Recommended Solution

01/31/2020 - 03/02/2020 ☒ Multiple solutions ☐ Group by center ☐ Visits in any order **Patient Options**

Date	Arrive By	Time	Length	Visit Type	Provider	Department	Center	Hold
2/16/2020 (Sun)	10:00 AM	10:00 AM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	7:40 PM	7:40 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	8:20 PM	8:20 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/17/2020 (Mon)	9:00 PM	9:00 PM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>
2/18/2020 (Tue)	9:00 AM	9:00 AM	80 min	MRI CHEST	TRMROSC OPEN 1.5	RAD MRI OSCSH	Troy Hosp	<input type="checkbox"/>

Create Order for Future Outpatient MRI on Inpatient

15. Click Schedule on desired appointment and verify pop up window has Outpatient selected

Appointment Review

Sunday Feb 16, 2020
Appt at 10:00 AM (80 min)

TRMROSC OPEN 1.5

RAD MRI OSCSH at Troy Hospital

MRI CHEST

Insurance
MEDICARE
MCR PARTS A AND B

Effective Dates
9/06/12 -

Center
Troy Hospital [21]

Location Instructions
Beaumont Medical Park, Sterling Heights, 44250 Dequindre Rd. located on the east side of Dequindre. Enter the Outpatient Services Center at the south entrance door closest to the flag pole. If these doors are locked, press the button on the right that has the picture of the phone on it and someone will let you in. Check in at the registration desk on your left. If your appointment is scheduled on Saturday or Sunday between 7am - 3pm, please enter the Outpatient Services Center at the atrium entrance located in front of the circle drive. Proceed left, down the hallway and check in at the Registration Desk. If your appointment is scheduled on Saturday or Sunday between 330p - 7pm, enter the Outpatient Services Center at the south entrance door closest to the flag pole.

Procedure
MRI CHEST W AND W/O GADOLINIUM

Patient Instructions
You must arrive 30 minutes prior to the scheduled appointment time.
A Physician's order is required for this exam. We will not be able to do your exam without an electronic or written order from your physician.

Please bring the following items:

Outpatient Inpatient Add to Wait List Mark as Confirmed

Accept Cancel

16. Follow Registration process and create a new Outpatient HAR

Registration

Travel Screening Appt Desk PCP Audit Trail Claim Info MSP Referrals View MSPQ Patient FYI Auth/Cert Linkage Auth/Cert Benefit Collec

Test, Patient
Encounter Info
Provider / Ref Provid...

Hospital Accounts
Documents
Checklist

Patient class: Outpatient Guarantor acct type: Personal/Family

This Encounter

Encounter Type:	Appt	Unit/Dept:	RMOSCSH	Diagnosis:	
Service:		Encounter Date:	2/16/20	Provider:	Trmrosc Open*
Guarantor:	P/F	Hosp Acct Type:	N/A	Patient Class:	Outpatient
Coded Dx:		No. of Encounters:	N/A		

Select a hospital account for this encounter

Create New Hospital Account

Account ID - Guarantor	Relation to Patient	DOB	Address
1290029 - TEST,PATIENT	Self	12/1/1967	1234 S. Elm St.

Add Guarantor

Override Create New Account