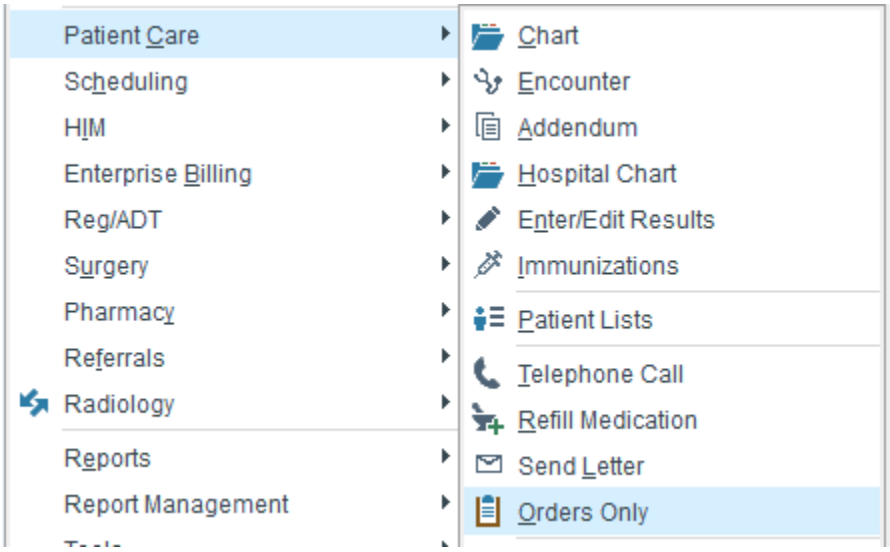
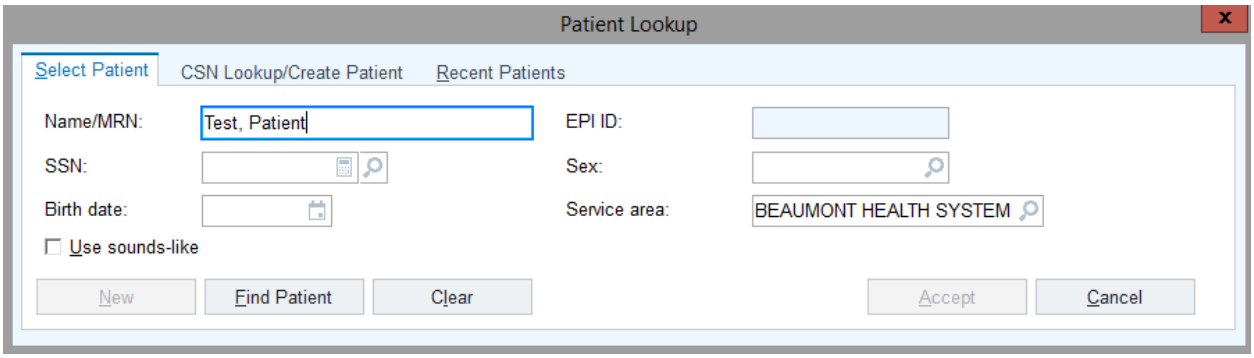
Create Order for Future Outpatient MRI on Inpatient

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.

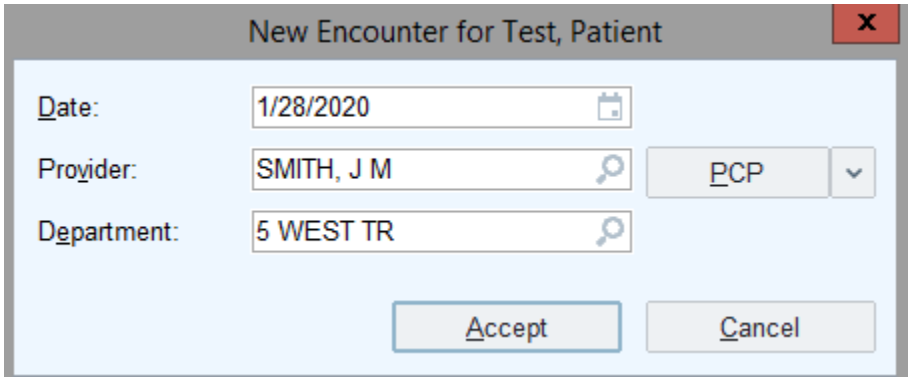
1. Click on the Epic button, select Patient Care, Orders Only



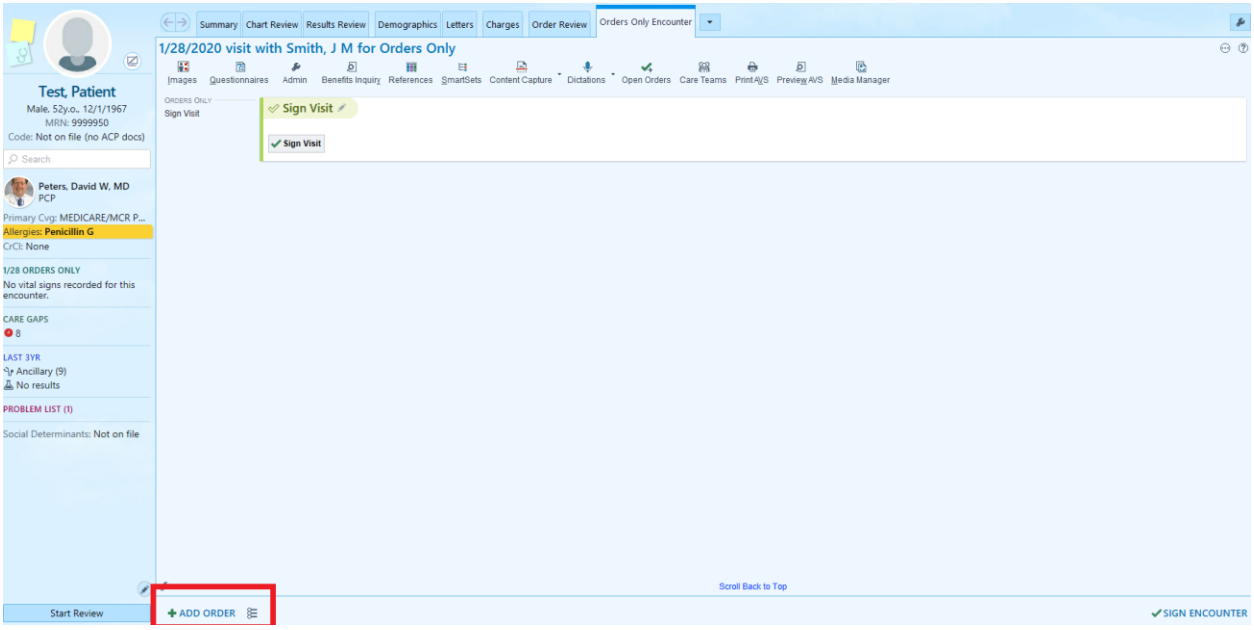
2. Select patient



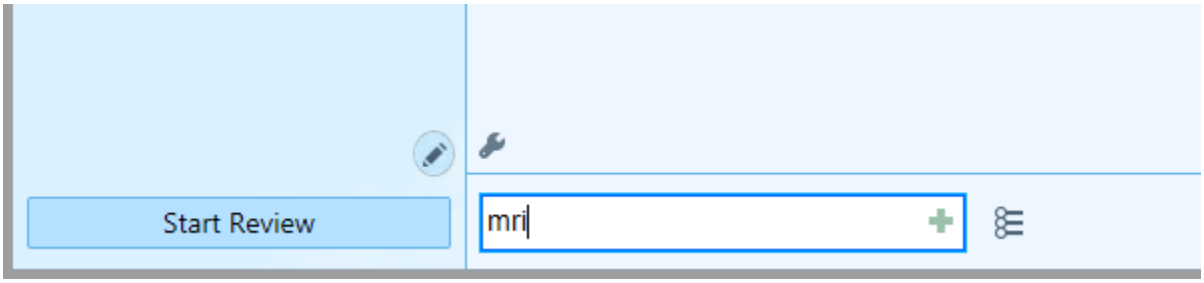
3. Enter ordering provider, then click Accept



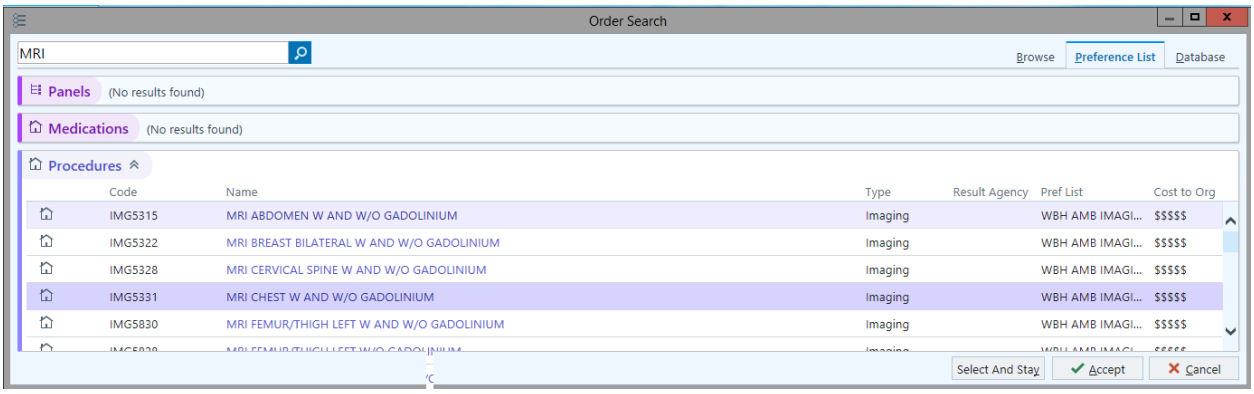
4. Click Add Order on the bottom left of the screen



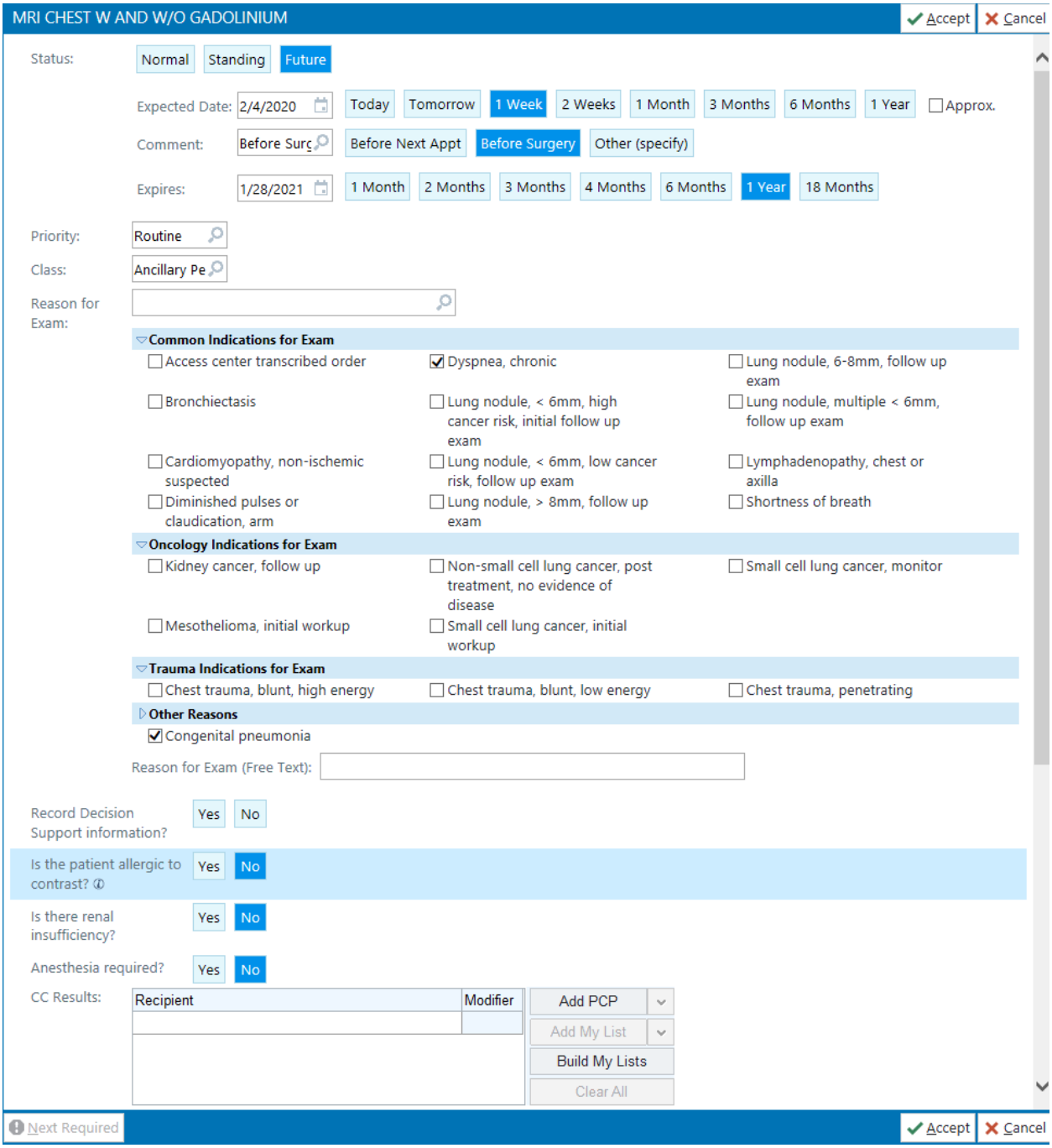
5. Type name of procedure then click the + sign or hit enter



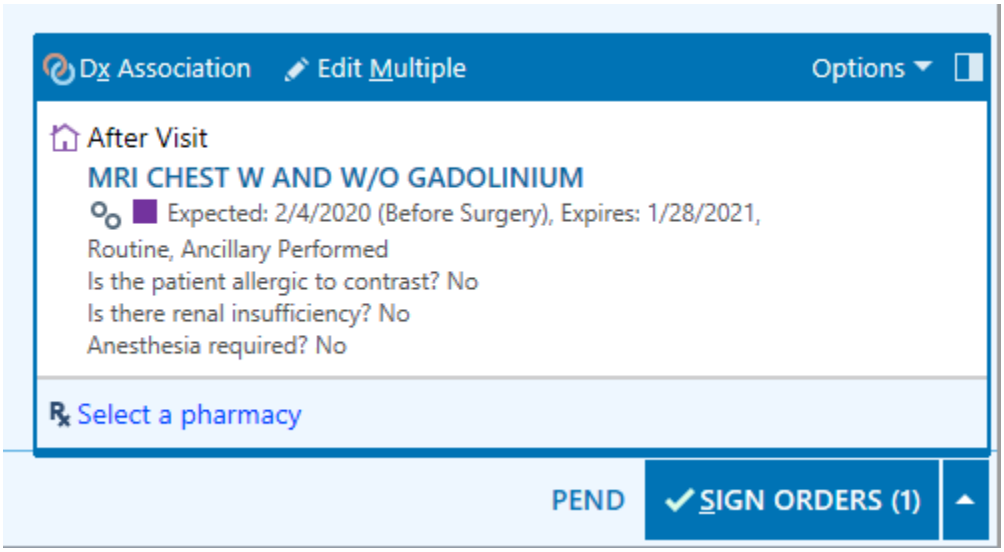
6. Select appropriate procedure and click Accept



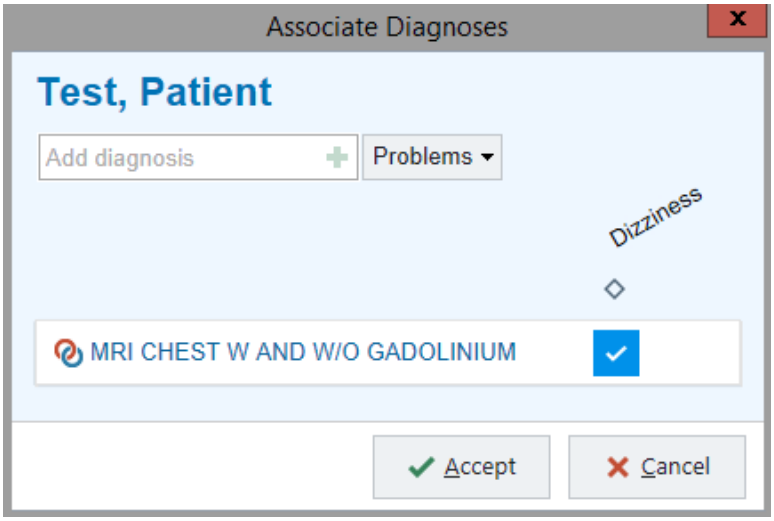
7. Fill out form, then click Accept



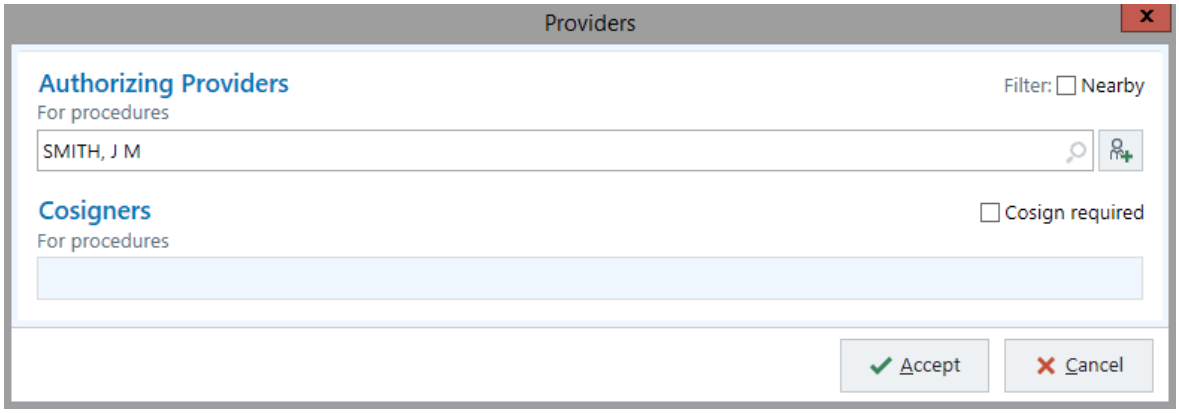
8. Click Sign Orders



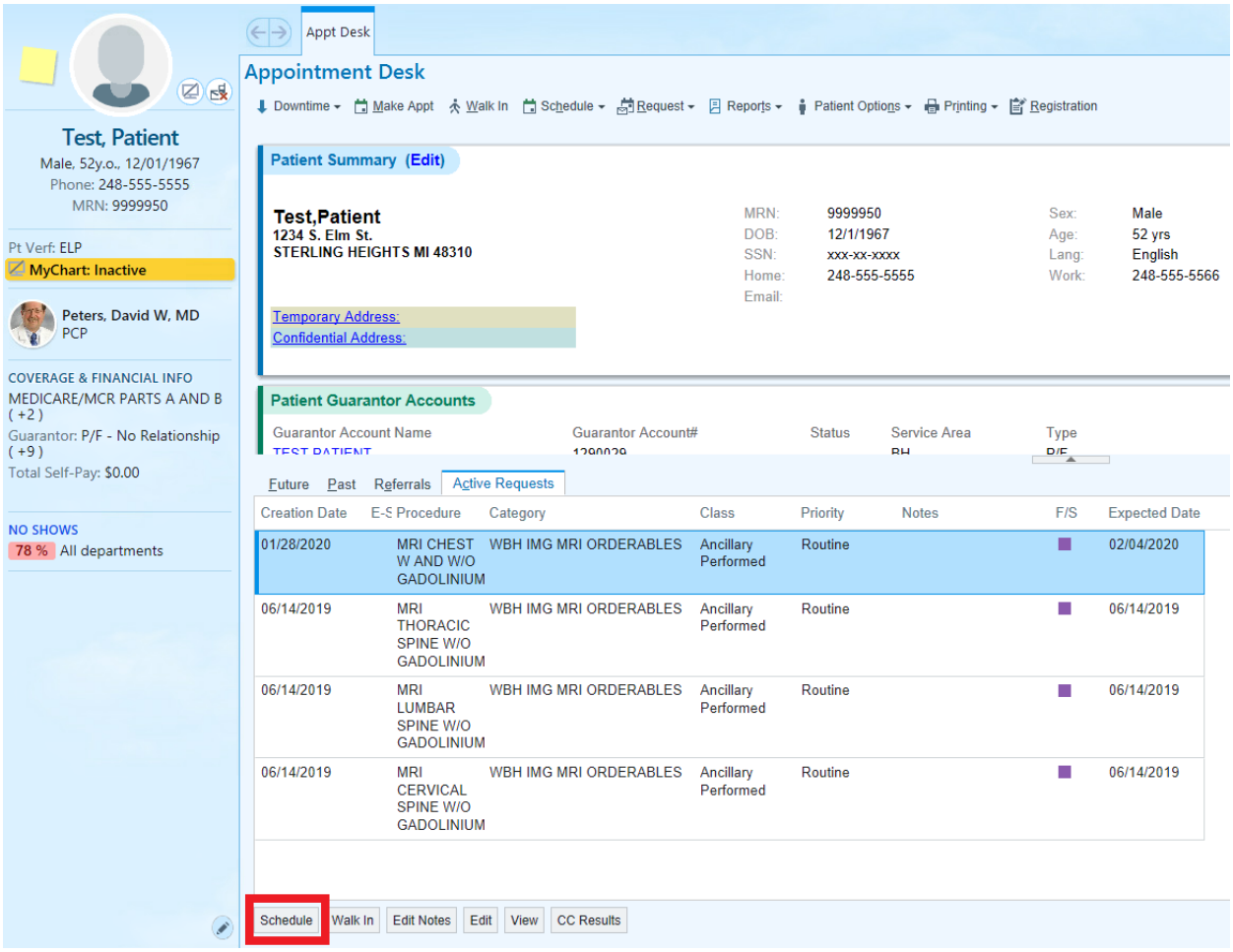
9. Associate diagnosis



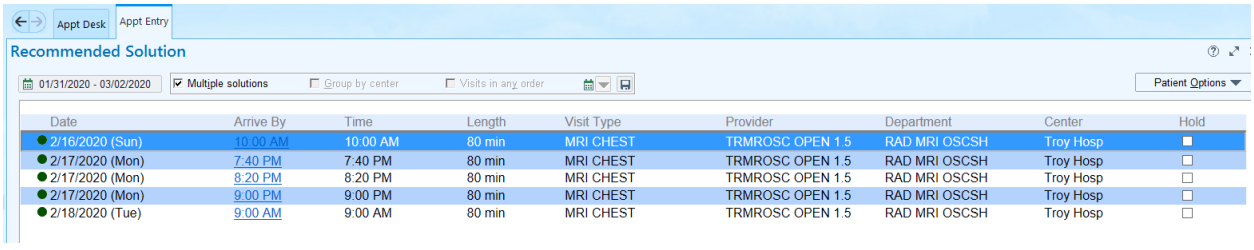
10. Enter Provider, then click Accept



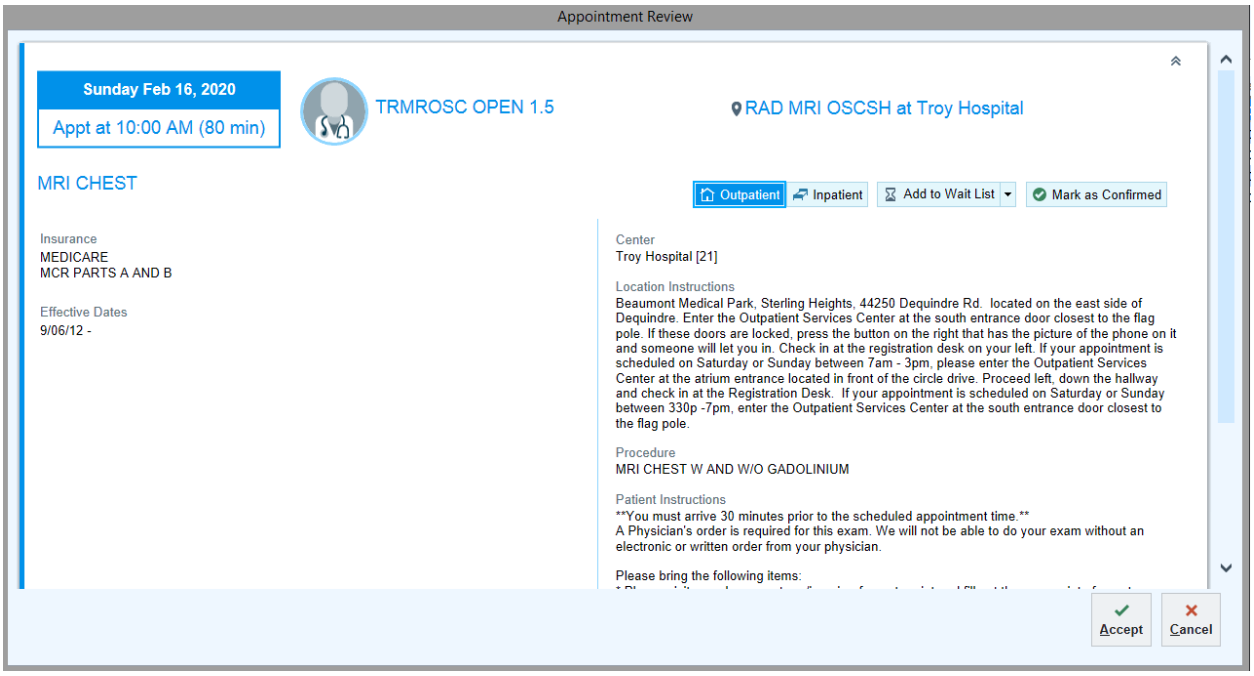
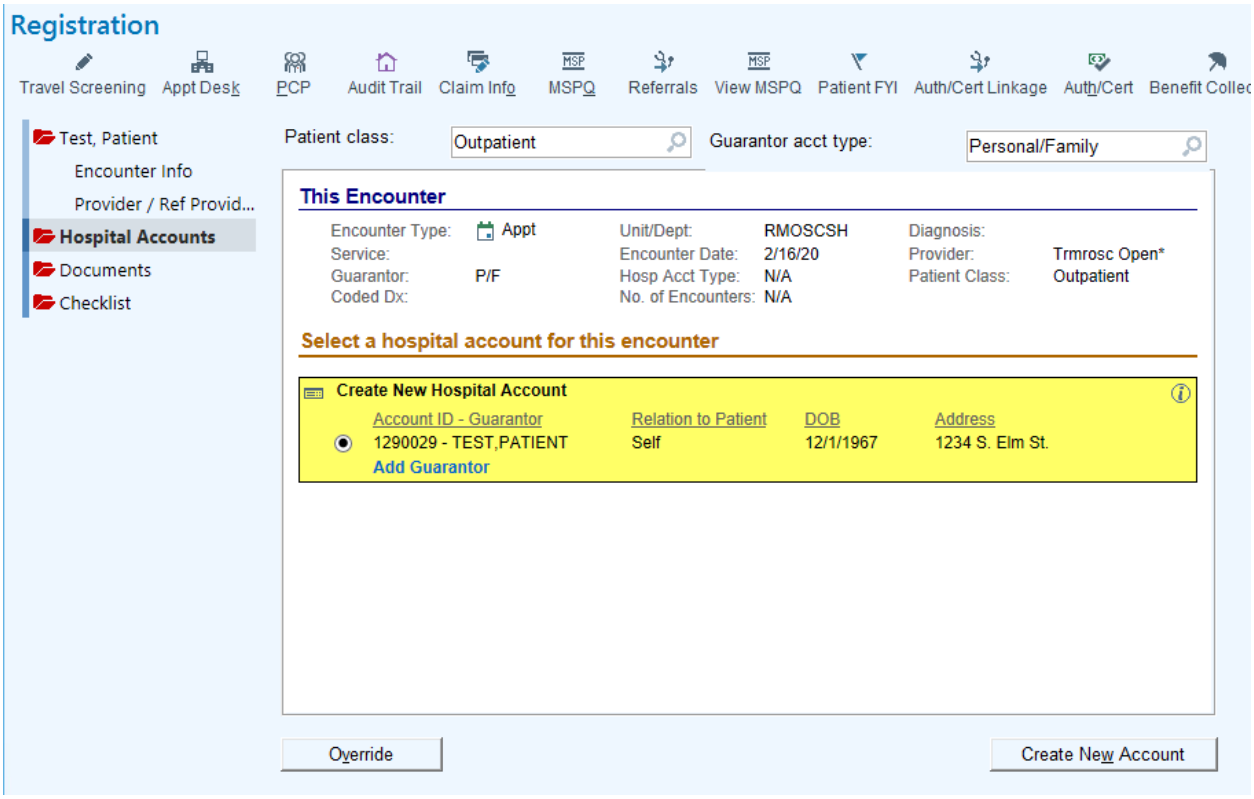
11. Scheduler opens Appointment Desk, selects appropriate patient, and selects the Active Requests tab of the appointment/requests section
12. Select appropriate request and click Schedule button at bottom of screen



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



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



16. Follow Registration process and create a new Outpatient HAR