

<u>iSalus:</u> How to Place an Order to Initiate Transfer of Patient Info to BxLink/LUMEA

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When you initially navigate to the order entry chart tab, you will need to place an order using one of the following tabs: Template, Patient, Diagnosis, Physician, or Search. This is where ancillary medical staff or providers will enter their patient encounter orders. This article will explain the steps to successfully place an order.

Steps To Complete

- 1. Select a patient in the EMR from the Office Schedule
- 2. Navigate to the Order Entry chart tab.

Chart Tabs
Vitals
HPI
History
Allergies
Immunizations
ROS
Exams
Order Entry
Medications
Superbill
SOAP Notes
Letters
Problem List
Flowsheets
eDocuments
Treatment Plans
Patient Education
Dialysis Visits





3. Using one of the available tabs (explained above), Select an order item.

🗋 New 💾 Save	🕙 History 🔻	🕒 Defaults 🛛 🛃 F	atient 🔻 👓 More	•		
Order Template Pla	an	~	Ordered By	* Chandler Head	1	Q
		Su	immary		Assignment	
Orders						
Nuclear Medi	cine - Myocardial Pe	rfusion (SPECT)				
						Ť
Template	Patient	Diagnosis	Physician	Search		
		l	ab Tests			▼
		Pro	cedure Note			▼
		C	ardiology			▼
			CT/MRI			•
V		Nucl	ear Medicine			Δ
Myocardial Perfu	sion (SPECT)		3 Phase Bone So	an		
Sarathyroid			Lung-Vent & Per	fusion		
Liver-Spleen Ima	ging Static		<u> </u>	e Differential Functior	ı	
Hepatobiliary			Renal Imaging			
Gastric Emptying			Testicular Scan 8	Flow		
GI Blood Loss			Thyroid Scan			
Whole Body Bon	e Scan					
		Peripher	al Vascular Labs			•
			Radiology			
			Referrals			•
		U	trasounds			•

- 4. Complete the <u>Order Fulfillment Details</u> (if applicable) / Modify the order details with the <u>Summary Item Edit</u> (Pages 4-7)
- 5. Select **Save** from the toolbar
- 6. **Select the order & assign diagnoses** from the available ICD10 codes from the existing problem list or search for them in the available field. See the <u>Assignment Window</u> (Pages 8-10) article for further details on this screen.





Sending Patient Info to Pathology Lab

Orders Assignment				
, toolgiment				
All		Diag	Inosis	C
✓ Unknown ✓ Co	de Proble	em List		
✓ Myocardial Perfusion (SPECT) ✓ N2	11 Calcul	us in urethra		

8. Select **Save** from the bottom of the **Assignment** screen



- 9. Order will be sent to the designated processors in their <u>My Tasks Orders</u> (Page 11) queues.
- 10. Follow this link if you have further questions. https://officeemr.knowledgeowl.com/help/placean-order

