

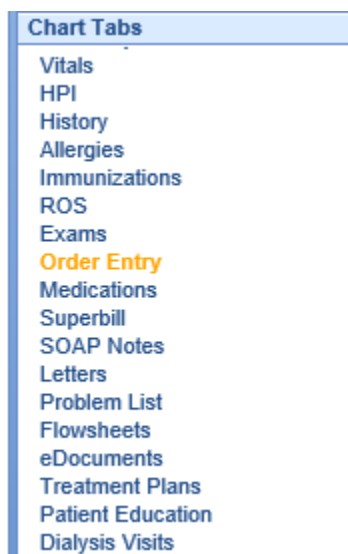
iSalus: How to Place an Order to Initiate Transfer of Patient Info to BxLink/LUMEA

Last Modified on 08/29/2021 8:53 pm EDT

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.

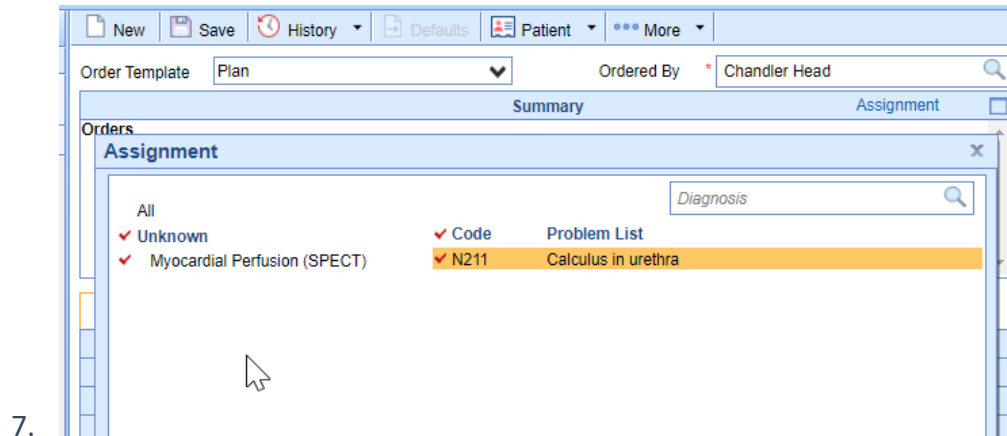
Steps To Complete

1. Select a patient in the EMR from the [Office Schedule](#)
2. Navigate to the **Order Entry** chart tab.

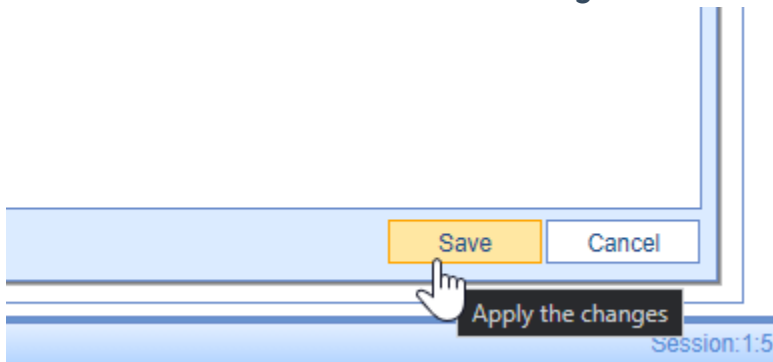


3. Using one of the available tabs (explained above), **Select an order item.**

4. Complete the [Order Fulfillment Details](#) (if applicable) / Modify the order details with the [Summary Item Edit](#) (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 [Assignment Window](#) (Pages 8-10) article for further details on this screen.



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



9. Order will be sent to the designated processors in their [My Tasks - Orders](#) (Page 11) queues.

10. Follow this link if you have further questions. <https://officeemr.knowledgeowl.com/help/place-an-order>