

**Tip Sheet Category**

Click the text and a dropdown will appear.

Select a category from the dropdown.

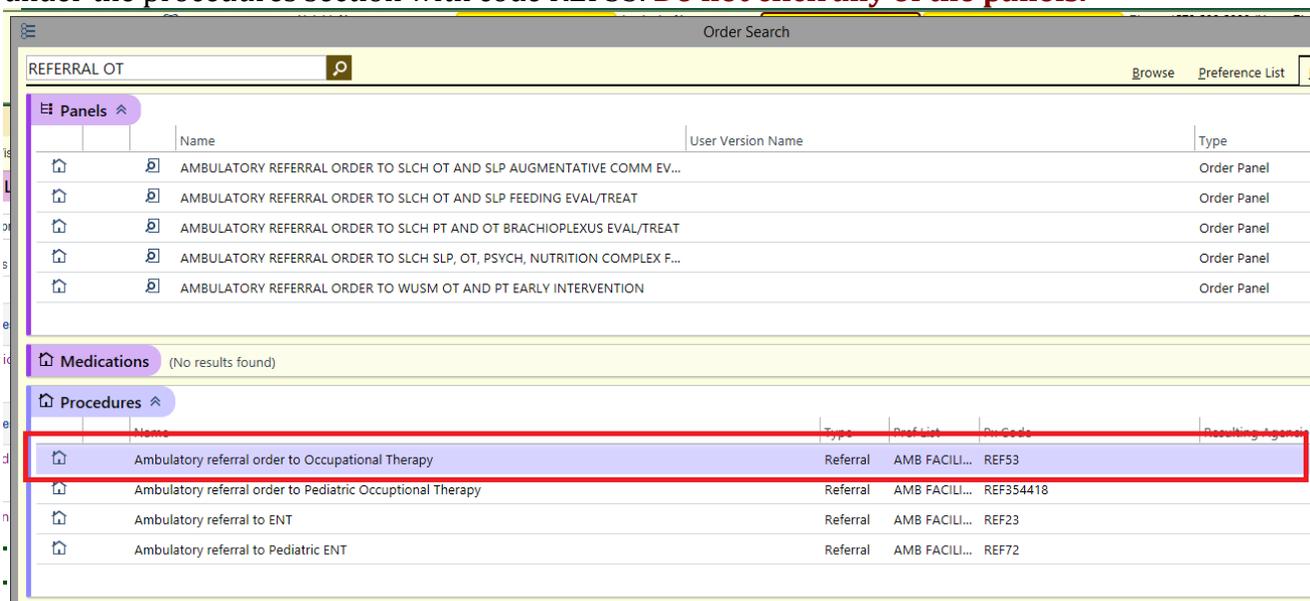
All Clinical Staff

# HIP TIP

## How to order and favorite a referral order to WU OT OPC

This tip sheet describes how to save and favorite a referral order to to WU OT OPC.

1. Click **+ ADD ORDER** and search for “referral to OT” in the visit taskbar. Make sure you click the order under the procedures section with code REF53. **Do not click any of the panels.**



2. Complete the order as follows (you may need to click the order to update these fields if they are pre-populated):

- a. Performing region: **Washington University (All Locations)** or just type **WUSM**

Please select the performing region:

Washington University (All Locations)

- b. Performing department: type OPC. Alternatively, click the magnifying glass and select the department NNN WU OT OPC (will display WU OT OPC once the clinic is live on Epic). Click **Accept**.

Please select the performing department:

NNN WU OT OPC

- c. If you do not want to save a favorite at this time, click and **SIGN ORDERS (1)** you are done. Continue steps 3-8 to add this order as a favorite for quick ordering next time!

- Find the **star** icon in the order composer and click it.

- Update the display name to reflect the customizations you will make (i.e. Referral to OT OPC). This will become the search term to find your new favorite order and will display in the preference list.

- Scroll down to where you see the WUSM region/department questions and. Click the **Copy From Order** hyperlink to populate these selections into your favorite. You will see the questions and text pull in when you click the button.

- Click **Accept** to save your favorite.
- Click **Yes** to apply order details from preference list entry to current order

8. You have now saved your favorite! You can find the display name you chose in your preference list or simply search for the display name in order entry to pull up the pre-filled referral.

