## HIP TIP

**Tip Sheet Category** Click the text and a dropdown will appear. Select a cateogy from the dropdown. All Clinical Staff

## 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.

	≣		Order Search			
	REFERRAL OT	۹			<u>B</u> rowse	Preference List E
ł	⊨ Panels ≈					
		Name	User Version Name			Туре
	۲	AMBULATORY REFERRAL ORDER TO SLCH OT AND SLP AUGMENTATIVE COMM	EV			Order Panel
ų	۵	AMBULATORY REFERRAL ORDER TO SLCH OT AND SLP FEEDING EVAL/TREAT				Order Panel
DI	۲	AMBULATORY REFERRAL ORDER TO SLCH PT AND OT BRACHIOPLEXUS EVAL/TR	EAT			Order Panel
5		AMBULATORY REFERRAL ORDER TO SLCH SLP, OT, PSYCH, NUTRITION COMPLEX	( F			Order Panel
	۲û	AMBULATORY REFERRAL ORDER TO WUSM OT AND PT EARLY INTERVENTION				Order Panel
е						
i¢	🗘 Medicatio	ns (No results found)				
ł	Di Procedur	s 🛪				
е		Name	7/2 -	Profi List Pro Co da		Resulting Agencies
d		Ambulatory referral order to Occupational Therapy	Referral	AMB FACILI REF53		
	Û	Ambulatory referral order to Pediatric Occuptional Therapy	Referral	AMB FACILI REF354418		
n	ΰ	Ambulatory referral to ENT	Referral	AMB FACILI REF23		
ł		Ambulatory referral to Pediatric ENT	Referral	AMB FACILI REF72		
ł						

- 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	Washington University (All Locations)
performing region:	

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:

NININI	14/11	OT OBC	
NNN	WU	OT OPC	

forming	
artment:	

✓ <u>S</u> IGN ORDERS (1)

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



3. Find the  $\propto star$  icon in the order composer and click it.



4. 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.

	Add To Preference I	.ist
<u>O</u> rderable:	Ambulatory referral order to Occupational Therapy [REF53	Pref L
<u>D</u> isplay name:	Referral to OT OPC	<u>S</u> ectio

5. 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.

		Add To Preference L	ist				x
<u>O</u> rderable:	Ambulatory	y referral order to Occupational Therapy [REF53	Pref <u>L</u> ist:	DME			,o
<u>D</u> isplay name:	Referral to	OT OPC	Section:	My Favorites	ç	<u>N</u> ew	
⑦ Note		1					^
Blank values will re	emain blank	when this order is selected from your preferen	ce list.				
Class: Intern	nal Ref 오						
Copy From Order							
Prompt		Answer		<u>Comment</u>			
Please select the per region:	forming	Washington University (All Locations) (aka W	USM)				
Please select the per department:	forming	NNN WU OT OPC					
# of visits:		99					
Reason for Referral:	OT Evalu	uate and Treat					

- 6. Click **Accept** to save your favorite.
- 7. 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.

E Only Favorites ✓ Orders	Orders My Favorites	
My Favorites	★ □ Referral to OT OPC	ref ot opc 🔸 😫
⊘Dx Association 🖌 Edit Mu	l <b>tiple</b>	ptions 🔽 🔳
① This patient has active tree	atment/therapy plans. 🖉	
🟠 After Visit		
Ambulatory referral order O P Reason for Referra Therapy options discussed wit Location provided for therapy preferred Please select the performing of Locations) Please select the performing of # of visits: 99	r to Occupational Therapy - I: OT Evaluate and Treat I: patient? Yes services is: Patient requested/Patient egion: Washington University (All department: NNN WU OT OPC	**
R Select a pharmacy		
	1 PEND SIGN ORD	ERS (1)

