

Ordering a Referral in EpicCare Link

In the course of their care, you may need to refer patients to UAMS. In EpicCare Link, you can quickly enter a referral order for your patients. The referrals are then transmitted electronically to UAMS.



Place Order for Referral

1. From the EC Link home page, click **Place Order**.

Welcome to Healthy Planet Link, EpicCare Link, and Tapestry Link

UAMS
EpicCare Link

Select Patient **Open Chart Review** **Place Order** **Requisition Review**

Unread Messages

- Canceled Ord (2)
- Discharge Notice (5)
- E-Consult (2)
- Hospital ADT (4)
- Message Routing (3)

Quick Links

- Instructions to set up email preferences
- Logging Instructions
- Monitoring Your Patients
- Reviewing the Patient Chart
- Sending a Referral Request Message
- Viewing Releases of Information
- Accessing the Patient Chart via First Access

2. Choose a patient from your *Patient List* or search for your patient. To search for a patient, click *Search All Patients* and enter your patient's name, date of birth, and sex. Then search.

Patient List (2 patient records)

[Refresh](#) Filter by PCP:

PATIENT NAME	MRN	ID Type	Sex	DOB	Street Address
BECK, GUINEVERE	000004078	HBOC	F	12/03/1995	1234 You Drive, Nantucket MA 02554
FTP, TEST ONE	000005114	HBOC	M	02/07/2011	4522 West O St, LITTLE ROCK AR 72205

[Search All Patients](#)

Continue to next page

Snapshot
Chart Review
Care Everywhere
Results Review
Flowsheets
Allergies
Problem List
Medications
Histories
Order Entry

Patient Search

Search My Patients
 Search All Patients
 Create a New Chart

Please fill out the required fields to gain access to a patient/member. Enter the full name as Last, First (example: Doe, John), the date of birth and the patient's sex.

Patient Select

Name (Last, First)

TestLast, TestFirst

Birth date (mm/dd/yyyy)

8/27/1964

Sex

Female

Search

Clear

3. After searching thoroughly, if new patient is not found, click *Create a New Chart*.

Search My Patients
 Search All Patients
 Create a New Chart

Please fill out the required fields to gain access to a patient/member. Enter the full name as Last, First (example: Doe, John), the date of birth and the patient's sex.

Patient Select

Name (Last, First)

TestLast, TestFirst

Birth date (mm/dd/yyyy)

8/27/1964

Sex

Female

Search

Clear

The entered search criteria returned no patients.

Usually this happens when:

- The name is incomplete, or
- The demographics don't match what we have on file, or
- We haven't seen this patient

Create a New Chart

4. Fill in the fields, select the group to which you want to add the patient, then click the **Create Chart** button.

 Search My Patients

 Search All Patients

 Create a New Chart 

Please fill out the required fields to create a new patient/member. Enter the full name as Last, First (example: Doe, John).

Patient Create

Name (Last, First)

SSN

Marital Status

Home Phone

Mobile Phone

Email Address

Address

City (or ZIP)

Sex

Birth date (mm/dd/yyyy)

Work Phone

Employer

State

ZIP

County

Country

Select the groups to which you want to add the patient:

☐ AUTUMN ROAD FAMILY PRACTICE PATIENT GROUP

☐ Baptist Health Rehab Institute Patient Group

☐ CORAM CVS PATIENT GROUP

☐ THYROID ENDOCRINE CENTER OF FLORIDA PATIENT GROUP

 Create Chart

 Clear

© 2021 Epic Systems Corporation. Confidential.

5. Once you have selected your patient, choose the ordering clinic and select the authorizing provider.

The screenshot shows the Epic Order Entry interface for patient Guinevere Beck. The sidebar on the left contains patient information: Guinevere Beck, Female, 25 y.o., 12/3/1995, MRN: 000004078, Preferred Language: Spanish, COVID-19 Vaccine: Unknown, COVID-19: Positive 7/30/2020, Care Team: No PCP, and Allergies: Not on File. The main area is titled 'Order Entry' and contains the instruction 'Select a clinic and authorizing provider for this order.' A red box highlights the 'Select Ordering Clinic' and 'Select Authorizing Provider' sections. The 'Select Ordering Clinic' section shows two options: 'AUTUMN ROAD FAMILY PRACTICE PATIENT GROUP' (selected) and 'THYROID & ENDOCRINE CENTER OF FLORIDA PATIENT GROUP'. The 'Select Authorizing Provider' section shows a dropdown menu with 'Modellink, One' selected. An 'Accept' button is visible at the bottom right of the red box.

6. Click on the **Preference List** hyperlink or the magnifying glass to open the list of available referrals.

The screenshot shows the Epic Order Entry interface for patient Guinevere Beck. The sidebar on the left contains patient information: Guinevere Beck, Female, 25 y.o., 12/3/1995, MRN: 000004078, Preferred Language: Spanish, COVID-19 Vaccine: Unknown, COVID-19: Positive 7/30/2020, Care Team: No PCP, and Allergies: Not on File. The main area is titled 'Order Entry' and contains a 'Preference List' hyperlink and a magnifying glass icon. Red arrows point to these elements. The 'New procedure' field is empty. The 'Unsigned new orders (0)' section shows 'No unsigned orders'. The 'Orders signed in this encounter (0)' section shows 'Don't see the order you're looking for? Try Order Review.' The 'Bill type' dropdown is set to 'Other Patient Insurance'.

Continue to next page

7. Search for your referral and click the box to select. Then click the Accept Orders button.

The screenshot displays the 'My Preferences' section within the 'Order Entry' workflow. On the left, a patient summary for 'Guinevere Beck' is shown, including her date of birth (12/3/1995), MRN (000004078), preferred language (Spanish), and COVID-19 status (Positive 7/30/2020). The main area is titled 'Referrals (Referrals)' and contains a list of 20 ambulatory referral options. The option 'Ambulatory Referral to Audiology' is selected with a blue checkmark. On the right, the 'Selected Orders' section shows the chosen referral. At the bottom right, there are two buttons: 'Accept Orders' (with a green checkmark icon) and 'Discard Orders' (with a red X icon). A red arrow points to the 'Accept Orders' button.

GB

Guinevere Beck
Female, 25 y.o., 12/3/1995
MRN: 000004078
Preferred Language: Spanish
Search Chart
COVID-19 Vaccine: Unknown
COVID-19: Positive 7/30/2020
Care Team: No PCP
ALLERGIES
Not on File
ACCESS ENDS
(Never)

Order Entry ▶ **Preference List**

Referrals
Referrals

My Preferences

Referrals (Referrals)

- ☐ Ambulatory Referral to Adult Genetics
- ☐ Ambulatory Referral to Allergy / Immunology
- ☐ Ambulatory Referral to Anticoagulation Monitoring
- ☒ Ambulatory Referral to Audiology
- ☐ Ambulatory Referral to Behavioral Medicine
- ☐ Ambulatory Referral to Cardiology
- ☐ Ambulatory Referral to Cardiothoracic Surgery
- ☐ Ambulatory Referral to Colorectal Surgery
- ☐ Ambulatory Referral to Cystic Fibrosis Clinic
- ☐ Ambulatory Referral to Dentistry
- ☐ Ambulatory Referral to Dermatology
- ☐ Ambulatory Referral to Dermatology Oncology
- ☐ Ambulatory Referral to Diabetic Education
- ☐ Ambulatory Referral to Endocrinology
- ☐ Ambulatory Referral to ENT
- ☐ Ambulatory Referral to Family Practice
- ☐ Ambulatory Referral to Fertility
- ☐ Ambulatory Referral to Gastroenterology

Selected Orders

Procedures

- ☒ Ambulatory Referral to Audiology

☒ Accept Orders ☐ Discard Orders

Continue to next page

8. Fill in the referral form.

1. Enter the reason for referral in the comments text box.
2. Select or search for a diagnosis to associate.
3. Fill in all necessary fields and answer any questions. These fields will vary depending on the referral.
4. If you have your last office visit, any relevant test/imaging results, or any other records associated with this referral that you want to be included in the referral, click **Add Files** to upload those. When ready, click the **Accept** button.

The screenshot shows the 'Ambulatory Referral to Audiology' form in the GB system. The patient is Guinevere Beck, Female, 25 y.o., born 12/3/1995, with MRN 000004078. Her preferred language is Spanish. The form includes a 'Referral' section with 'To dept: AUDIOLOGY CLINIC [101103100]'. A 'Comment' text box is present. The 'Dx association' section shows a list of diagnoses, with 'CONDUCTIVE HEARING LOSS OF RIGHT EAR WITH RESTRICTED HEARING OF LEFT EAR' selected. Below this is a 'Quick Picks' section with options like 'Abdominal hematoma' and 'Body mass index (BMI) 50.0-59.9, adult (HCC)'. The 'Status' section has buttons for 'Normal', 'Standing', and 'Future', with 'Future' selected. The 'Expected Date' and 'Expires' sections have date pickers and duration buttons. The 'Attach files' section has an 'Add files' button and a '10.0 MB Total Allowed' indicator. At the bottom right, there are 'Accept' and 'Cancel' buttons, with a red arrow pointing to the 'Accept' button.

GB

Order Entry Edit Order

Ambulatory Referral to Audiology

Referral: To dept: AUDIOLOGY CLINIC [101103100]

Comment:

Dx association:

Recent

- ☒ CONDUCTIVE HEARING LOSS OF RIGHT EAR WITH RESTRICTED HEARING OF LEFT EAR H90.A11

Quick Picks

- ☐ Abdominal hematoma S30.1XX
- ☐ Body mass index (BMI) 50.0-59.9, adult (HCC) Z68.43

Add a new diagnosis:

Status: Normal Standing **Future**

Expected Date: Today Tomorrow 1 Week 2 Weeks 1 Month 3 Months 6 Months 9 Months 1 Year

Expires: 7/19/2022 1 Month 2 Months 3 Months 4 Months 6 Months **1 Year** 18 Months

Attach files: Add files

10.0 MB Total Allowed 0 Files

Accept Cancel

9. Review order and click the **Sign Orders** button.

Continue to next page

Order Entry

Preference List

Dx Association

Bill type: Other Patient Insurance

New procedure:

Modellink, One - AUTUMN ROAD FAM...

Unsigned new orders (1)

Ambulatory Referral to Audiology

Future

Incoming Referral, Routine

Orders signed in this encounter (0)

Don't see the order you're looking for? Try [Order Review](#).

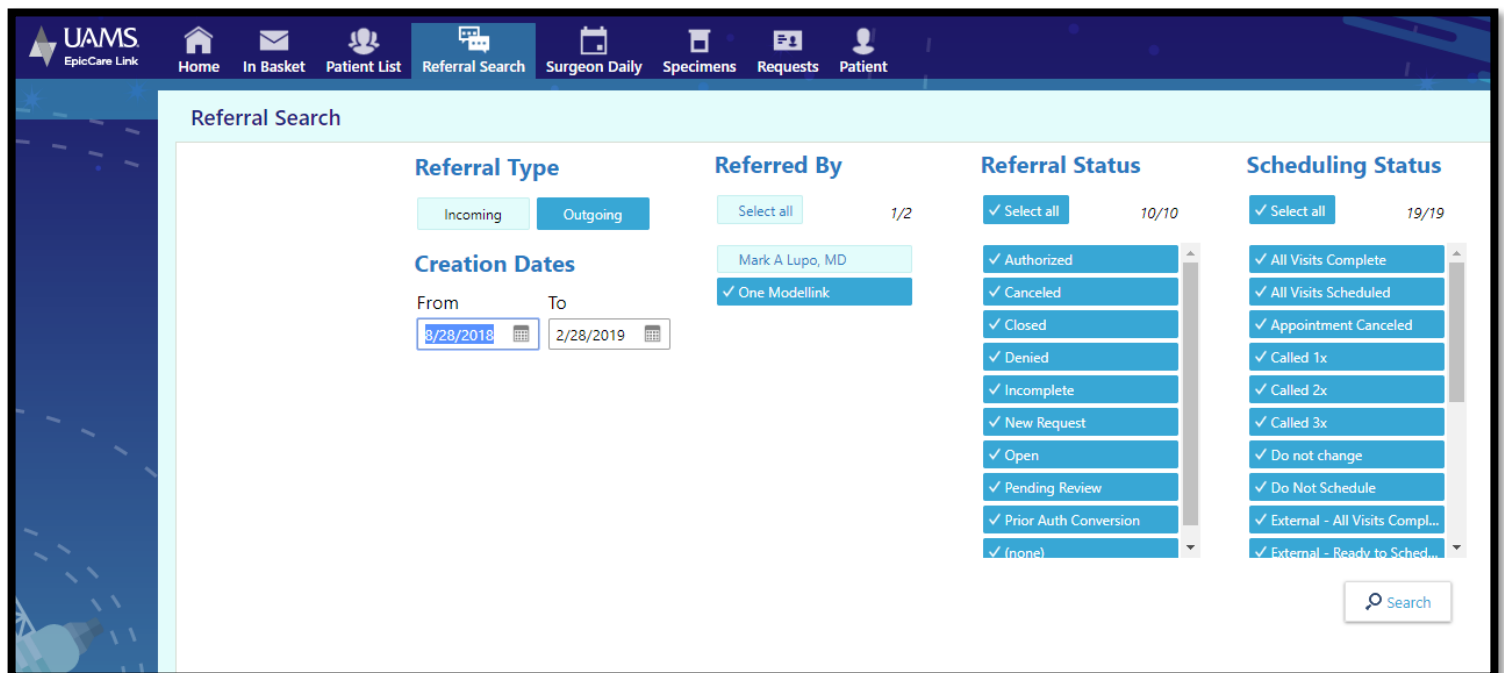
✓ Sign Orders

Continue to next page



View a List of Your Referrals from UAMS

1. Select the **Referral Search** tab.
2. Select either **Incoming** or **Outgoing** depending on whether you want to see referrals sent to your organization or referrals placed by your organization.
3. In the **Referred To** or **Referred By** section, select one or more providers or locations.
4. In the **Referral Status** section, select each referral status that you want to include in your search results.
5. If you selected **Outgoing** in step 2, select a scheduling status in the **Scheduling Status** section.
6. Enter dates in the **From** and **To** fields to limit your search to particular dates.
7. Click **Search**.
8. For more information about a referral, click the referral ID link to view a report. Click  to open the associated patient's chart.



The screenshot shows the UAMS EpicCare Link interface for the Referral Search tab. The top navigation bar includes links for Home, In Basket, Patient List, Referral Search (active), Surgeon Daily, Specimens, Requests, and Patient. The main content area is titled "Referral Search" and contains four filter sections: Referral Type, Referred By, Referral Status, and Scheduling Status. The Referral Type section has buttons for Incoming and Outgoing. The Referred By section shows a list of providers, including Mark A Lupo, MD and One Modellink. The Referral Status section has a list of status options, including Authorized, Canceled, Closed, Denied, Incomplete, New Request, Open, Pending Review, Prior Auth Conversion, and (none). The Scheduling Status section has a list of scheduling options, including All Visits Complete, All Visits Scheduled, Appointment Canceled, Called 1x, Called 2x, Called 3x, Do not change, Do Not Schedule, External - All Visits Compl..., and External - Ready to Sched... The Creation Dates section has fields for From (8/28/2018) and To (2/28/2019). A Search button is located at the bottom right.

Referral Type	Referred By	Referral Status	Scheduling Status
Incoming Outgoing	Select all 1/2 Mark A Lupo, MD <input checked="" type="button" value="One Modellink"/>	<input checked="" type="button" value="Select all"/> 10/10 <input checked="" type="button" value="Authorized"/> <input checked="" type="button" value="Canceled"/> <input checked="" type="button" value="Closed"/> <input checked="" type="button" value="Denied"/> <input checked="" type="button" value="Incomplete"/> <input checked="" type="button" value="New Request"/> <input checked="" type="button" value="Open"/> <input checked="" type="button" value="Pending Review"/> <input checked="" type="button" value="Prior Auth Conversion"/> <input checked="" type="button" value="(none)"/>	<input checked="" type="button" value="Select all"/> 19/19 <input checked="" type="button" value="All Visits Complete"/> <input checked="" type="button" value="All Visits Scheduled"/> <input checked="" type="button" value="Appointment Canceled"/> <input checked="" type="button" value="Called 1x"/> <input checked="" type="button" value="Called 2x"/> <input checked="" type="button" value="Called 3x"/> <input checked="" type="button" value="Do not change"/> <input checked="" type="button" value="Do Not Schedule"/> <input checked="" type="button" value="External - All Visits Compl..."/> <input checked="" type="button" value="External - Ready to Sched..."/>

Creation Dates
From To