

To log into iOrder, enter supplied credentials as provided in the **Partner Login** portion of the webpage:

Partner Login

Username

Password

On initial login, it is recommended to click on your username at the upper-righthand corner of the Dashboard to change your password:



The iOrder dashboard is broken down into a links menu, iConnect **Requested Procedures**, and **Orders**.

Home Patients Staff Favorites Marketing Diag Reports User, iPro Logout

Dashboard

iPro Physician Group | Requested Procedures

Requested Procedures

Patient	DOB	Requested Procedures	Actions
Test, Cindy	03/03/1980	1 requested procedure	Review

Orders

Start New Order

Created	Patient	DOB	Physician/Practitioner	Dept	Status	Actions
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Scheduled: 2021-04-15 11:00pm EDT	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Completed: 04/05/21 10:23:27 AM	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Labs	Pending	Review

iConnect Requested Procedures may be filtered by Patient Lookup:

Home Patients Staff Favorites Marketing Diag Reports User, iPro Logout

Dashboard

iPro Physician Group | Requested Procedures

Patient Lookup:

Patient	DOB	Requested Procedures	Actions
Test, Cindy	03/03/1980	1 requested procedure	Review

Pending, Submitted, Scheduled, and Completed encounters will appear under Orders and may be filtered by Status, Physician, Patient, Department, and Creation dates. **Reset filters** to view all orders.

The following columns may also be clicked on to manipulate the order of encounters: **Created, Patient, DOB, Physician/Practitioner, and Status.**

Alerts are signified by the bell icon and can be enabled and customized per user.

The number of orders displayed per page may also be altered by changing the number in the **per page** box below the listed orders.

iPro Physician Group | Orders

Start New Order

Created	Patient	DOB	Physician/Practitioner	Dept	Status	Actions
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Scheduled: 2021-04-07 9:30am EDT	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Pending	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Scheduled: 2021-04-15 11:00pm EDT	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Radiology	Completed: 04/05/21 10:23:27 AM	Review
4/07/2021	Test, Cindy	03/03/1980	Salt, Dr - Not Pepper	Labs	Pending	Review

The links below the **Status** column provide an **Order History** with real-time transparency at each stage of the order, from creation to completion. This is where users may **Add Notes** that will be viewable to schedulers at the facility.

Order History: #104577

Time	User	Location	Action
2021-04-07 09:45:21 EDT	User, iPro	iPro Physician Group	Order created
2021-04-07 09:48:23 EDT	User, iPro	iPro Physician Group	Order submitted to facility for processing
2021-04-07 09:49:09 EDT	ordersupport		Order scheduled for 2021-04-07 at 09:50:00

Add Note Close History

The Actions column icons allow users to **Edit, View Order, access Patient Instructions, Cancel** an order, and view **Patient History**:



Orders may be submitted via iConnect and fall under Requested Procedures, or they may be started manually by clicking on the **Start New Order** button.

On the Start New Order window, select or search for a **Patient** from the dropdown menu (if the patient is not already in the system, click the “+” sign to add a new patient. Bold fields are required.). A **Physician, Facility, and Department** will need to be selected before adding a procedure:

Start New Order

Patient: Test, Cindy +

Physician: Salt, Dr - Not Pepper

Facility: iPro Diagnostic Health and Rehab

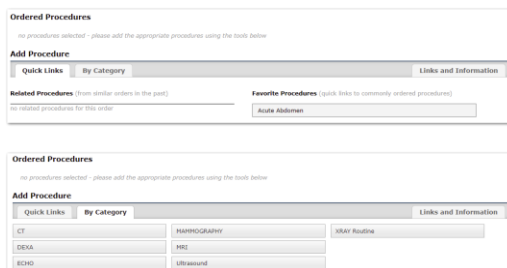
Department: CP Rehab

Labs

Physical Therapy

Radiology

Under **Ordered Procedures**, users may utilize the **Quick Links** tab (which displays a set of **Favorite Procedures** most often ordered and is setup by a Manager) or **By Category** (which groups procedures):



Selecting a Category will prompt the user to select a **Procedure** from within the Category and click **Validate**:



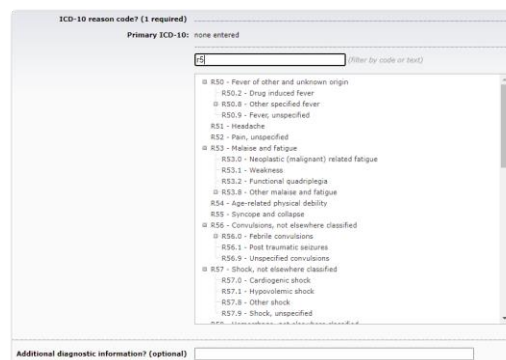
(Note: **Green**-highlighted procedures are routine and do not require a CDSM mechanism. **Blue**-highlighted procedures will prompt a CDSM mechanism and launch a new window to ensure medical necessity is met.)

By utilizing **Requested Procedures** via iConnect, the prior steps are automatically completed, and the user skips to the intelligent questions (or CDSM portion for advanced imaging procedures) of iOrder.

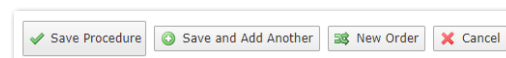
Intelligent questions for clinical validation will be answered at the next window. **Green** prompts the user to continue to the next question, **orange** will caution the user, and **red** indicates a new procedure may be required.



At the end of each set of intelligent questions, an **ICD-10 code** must be provided (either by code or text description). Up to three codes may be added (primary, secondary, and tertiary). Additional diagnostic information is optional.



Users may then Save the Procedure, Save and Add Another, create a New Order, or Cancel their order:



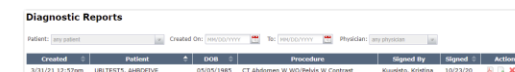
If all intelligent questions are answered in the green, the status of the order upon Save Procedure will show as **“complete”**. If a status of **“incomplete”** appears, the user will need to edit the procedure to fill in any missing information.

On the **Scheduling** page, users have the opportunity to add Notes, a Primary Physician, create a Standing order, and set a Priority. All bold fields are required before clicking the **Submit Order** button.



The order will now appear in a **Submitted** status on the Dashboard page. Once scheduled by the facility, it will change to a Scheduled status, and once complete, a Completed status. If there are any holds on the procedure, the status will update accordingly and the Order History window under the Status column will provide real-time notes to indicate why.

Once Completed, the results may be found by clicking on the **Diag Report** tab on the main menu, filtering for the patient, physician, or date.



To view a report, click on the PDF icons (view or download, respectively). To view **images**, click on the eye icon. An eye icon with a slash through it does not yet have images to display.

