

iOrder[®]

Ambulatory Order Management

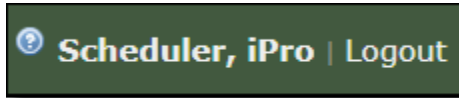
To log into iOrder, enter supplied credentials as provided in the **Partner Login** portion of the webpage:

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 searchable filters and order results.

STAT	Created	Department	Patient	Ordered By	Status	Actions
STAT	1/26/2022	BATES, LINDSEY	1005-11-29	Nickie, Doctor	Released	[Icons]
STAT	1/26/2022	BELEV, ALEXIS	1005-11-29	Nickie, Doctor	Released	[Icons]
-	1/26/2022	WILLIAMS, TERESA	1070-10-23	Nickie, Doctor	Submitted	[Icons]
STAT	1/26/2022	BECKY, ONG	1005-11-29	Nickie, Doctor	Released	[Icons]
STAT	1/26/2022	WINTON, TANNY	1070-10-23	Nickie, Doctor	Released	[Icons]
STAT	1/25/2022	BARNETT, SAVANNAH	1005-10-26	ONE, PHYSICIAN	Cancelled - other	[Icons]

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, Department, Patient, Ordered By, and Status.**

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

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 once order is started.

Time	User	Location	Action
2022-01-26 16:00:35 EST	support		Order created
2022-01-26 16:03:05 EST	support		Order submitted to facility for processing
2022-02-01 15:53:00 EST	support		Order scheduled for 2022-02-01 at 15:55:00

The Actions column icons allow users to **View Order, access Patient Demographics, Schedule, Cancel and Complete** an order:



Referral orders may be submitted via iConnect and fall under Patient Referral Orders within the facility dashboard. Utilizing the **EDIT** action icon, the user can start a new order to submit for processing.

Patient	Ordered By	Status	Actions
referral order, 07/05/2022 01:03		Pending	[Icons]

On the Requested Order window, an end user can select or search for a **Facility, Physician Group, Physician and Patient** from the corresponding dropdown menus (if the patient is not already in the system, click the “+” sign to add a new physician or patient. Bold fields are required.).

A **Department and Category** will need to be selected before adding a procedure. Selecting a Category will prompt the user to select a **Procedure** from within the Category and click **Start order**:

Requested order window showing patient information, physician request, and new order selection.

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 **Financial Validation** page, users have an 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. If a **pre-auth** is not required, click on the **Override** checkbox.

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 and filtering for patient, physician, or date.

Created	Patient	DOB	Procedure	Signed By	Signed	Actions
2/21/19 8:06am	Heidi, Betty B.	8/18/1988	CHEST 2 VIEWS	UNKNOWN,	4/26/17	[PDF] [X] [C]
2/21/19 8:06am	Heidi, Betty B.	8/18/1988	Finger-IMP	Friedrich, Amber	1/23/18	[PDF] [X] [C]

To view a report, click on the PDF icons (view or download, respectively). A report can also be deleted or moved to the appropriate physician group.

