Orders

Orders Setup

Order requisitions may be created from medent. This includes in-house or multispecialty procedures, GI, GU, pulmonary procedures and DME Equipment, but excludes Diagnostic Imaging and Lab Studies.

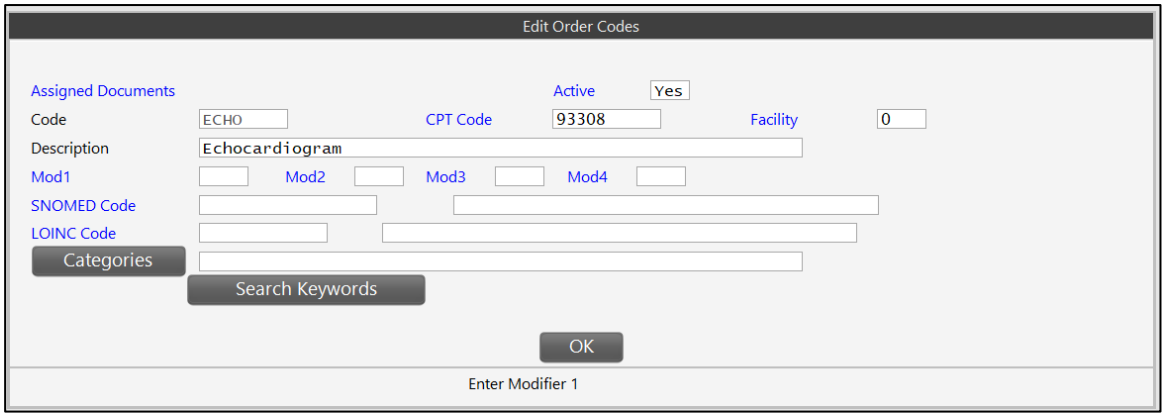
For in-house order requisitions, Facility and CPT Code Setup are required. Order requisitions may be faxed. Results may be received electronically with a document interface through your local HIE or RHIO.

medent provides the Orders Master File with Medical Records implementation. Additional Orders may be added for in-house procedures, medical procedures or DME Equipment.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Orders

Creating a New Master Order

- Click **New**.



  - **Code:** Enter the Order or CPT Code.
  - **CPT Code**: Click CPT Code to select the code for the procedure.
  - **Facility**: Select a default order facility, if desired.
  - **Description**: Enter a description for the procedure.

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- **Mod:** Select applicable modifiers.
- **LOINC Code**: Select the applicable LOINC Code.
- **Categories:** Select categories you want to associate with the order.

Edit/View

Edit multiple areas of the order code. The code itself is grayed out and cannot be changed here.

Deactivate

Deactivate a code that is no longer needed.

Orders Facilities Setup

Many order facilities have different contact information or locations for the different types of procedures. These should be set up as separate facilities.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Orders Facilities
- Click **New** to add a new facility.



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- **Order Facility Code:** The number of the order facility.
- **Order Facility Name**: Enter the name of the order facility.
- **Order Facility Practice Name**: Enter the name of the practice.
- **Order Facility Address 1:** Enter the street address.
- **Order Facility Address 2**: Enter the City, State and Zip.
- **Order Facility Phone Number:** Enter the number to schedule the order requisition.
- **Order Facility Fax Number**: Enter the number to fax the requisition.
- **Order Facility Contact:** Enter the name of the contact or representative.
- Click **Require Signature**. Select Yes if the order requires a signature.
- Click **Auto Sign Print/Fax**.
  - (Y) Auto Signs Order if User has Security – Order is signed with provider signature.
  - y) Auto Sign Order for Providers Only – Order is signed if provider is the ODr.
  - N) On the Requisition Check the Signature Box – Requires security clearance to add signature.
- Set **Require Diagnosis** to Yes if a diagnosis is required to create the order requisition.

If an order facility is being set up as an in-house facility:

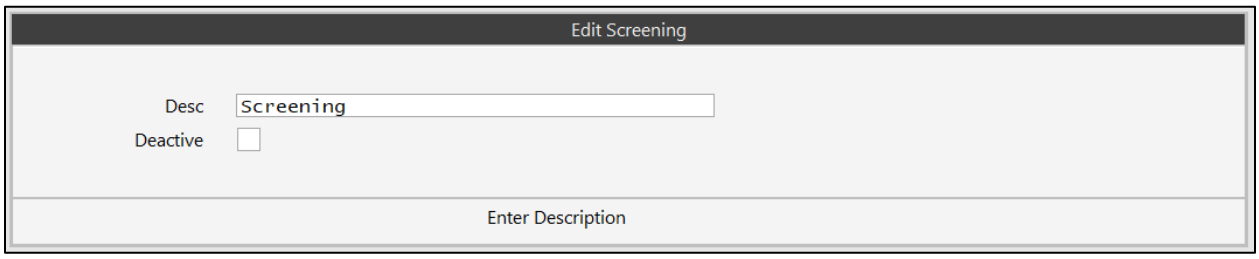
  - Set **Generate CPT Codes** to Yes to generate CPT codes for orders acquired in-house.
  - Set **Auto Acquire** to Yes to generate a CPT code when the acquired requisition for the facility is closed.

Order Category Setup

Organize order requisitions into different categories for easy ordering.

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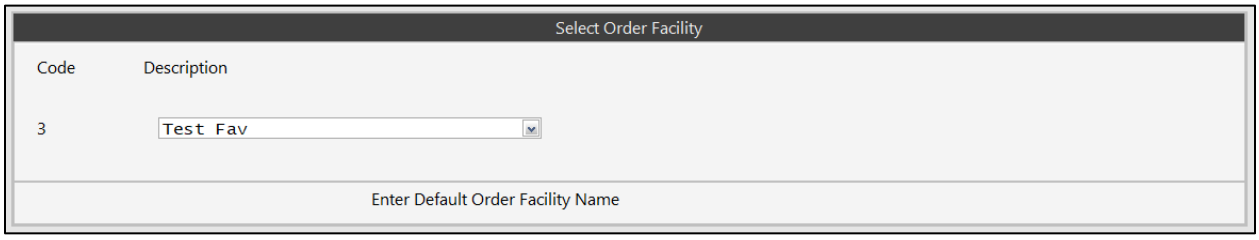
- Medical Records > Medical Records Setup > All Orders > Orders Setup > Orders Category Setup
- Click **New** and enter a **Description** of the category (e.g. Screening or Sleep Studies).



Default Order Facility

A Default Order Facility may be selected. A different orders facility may be selected when creating the requisition or defaulted in Plan Packages.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Default Order Facility



Order Result Templates

Templates may be set up for orders that are interpreted in-house or be set up as a document.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Order Result Templates

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Order Note Templates

Order Note Templates may be set up for specific order requisitions. These instructions may be selected when creating the requisition and will print on the order.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Order Result Templates
- *This area is for creating Master Order Forms. Do you want to Continue?* Click Yes.
- *Do you want to Copy Another Form?* Click Yes or No.
- Enter the **New Code** for the order form.
- Enter the **New Form Name**.
- Enter the Template. This allows free text instructions for the order form. These may be added by the MCL Department if Formattable Items or additional information need to be pulled from the EMR.

Order Results Letter Document Codes

Order Result Letters or Documents may be selected. If one is needed, contact the MCL Department.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Order Results Letter Document Codes

Documents for Order Reports

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Documents for Order Reports
- Attach the I-RSLT Documents so Scanned or IB-Faxed Results may be attached to the requisition.

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Assign Order Codes to Document Codes or Assign Document Codes to Order Codes

Set documents to be created when the Order Requisition is created.

a. Medical Records > Medical Records Setup > All Orders > Orders Setup > Assign Order Codes to Document Codes
b. Medical Records > Medical Records Setup > All Orders > Orders Setup > Assign Document Codes to Order Codes

Custom Order Message

This is a message that displays on the printed/faxed/sent/exported requisition. This is commonly used for out-of-pocket expenses such as the New York State Emergency Medical Services and the Surprise Bill Law.

- Medical Records > Medical Records Setup > All Orders > Orders Setup > Custom Order Message

Resources

medent manual:

https://www.medent.com/htmlmanual/html/v237/orderssetupao.html

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