EpicCare Link PFT and Sputum Order Guide

EpicCare Link and Sputum PFT Orders Guide

To place a PFT or Sputum order: Search for the patient and select the ordering clinic and ordering provider. Search for the order to be placed by using the Preference list or search by name. Select the correct order and enter or change the defaults for the order composer. Complete all required fields (noted by a red stop sign) and answer all questions. Enter comments, scheduling preferences and attach any necessary files. Link the diagnosis code, review and sign the order.
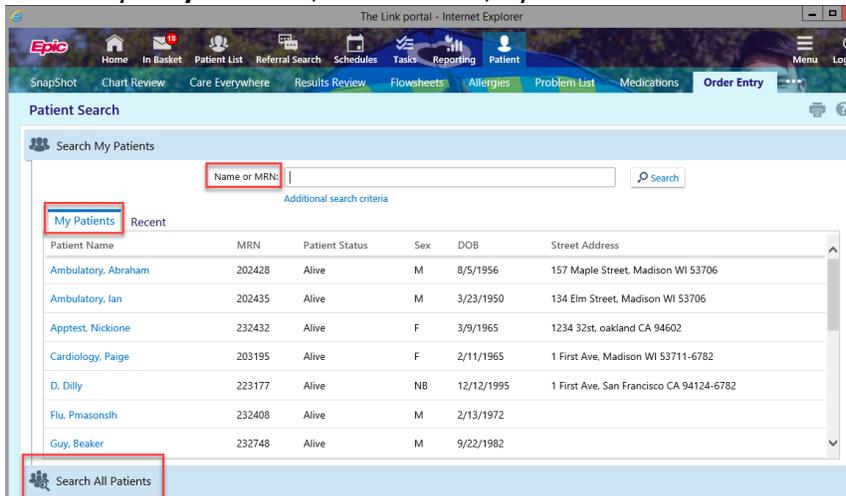
The referral staff will need the authorization number and expiration date for some orders. Please add in the comment section of the Order and ensure the phone number is correct so the patient can be contacted for scheduling.
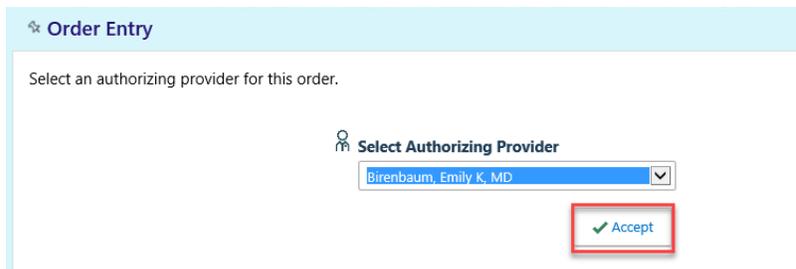
Place Orders

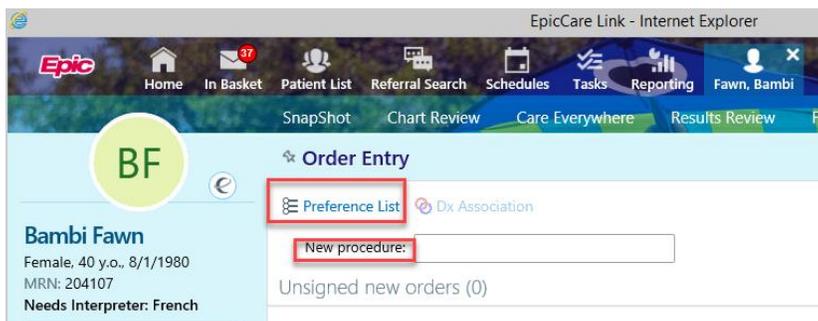1. From the **Home** Page Select **AHS Services- all patients**

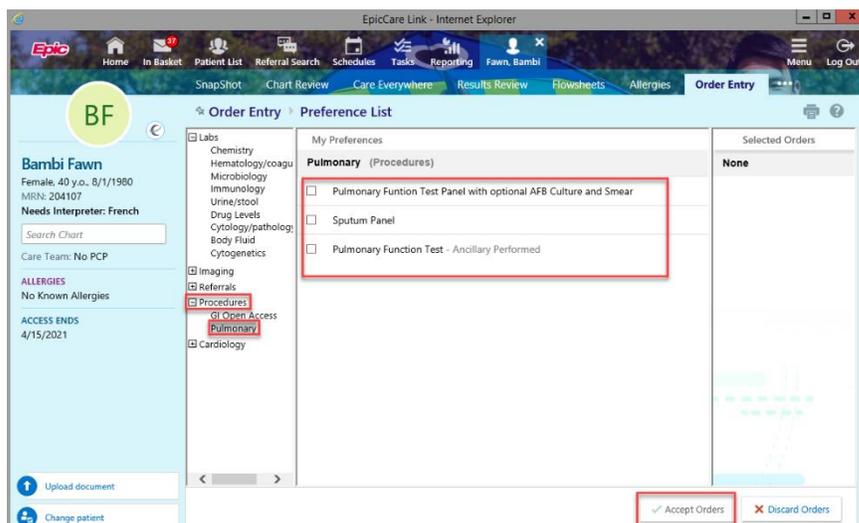2. Search by : **My Patients**, **All Patients** , by **Name or MRN**

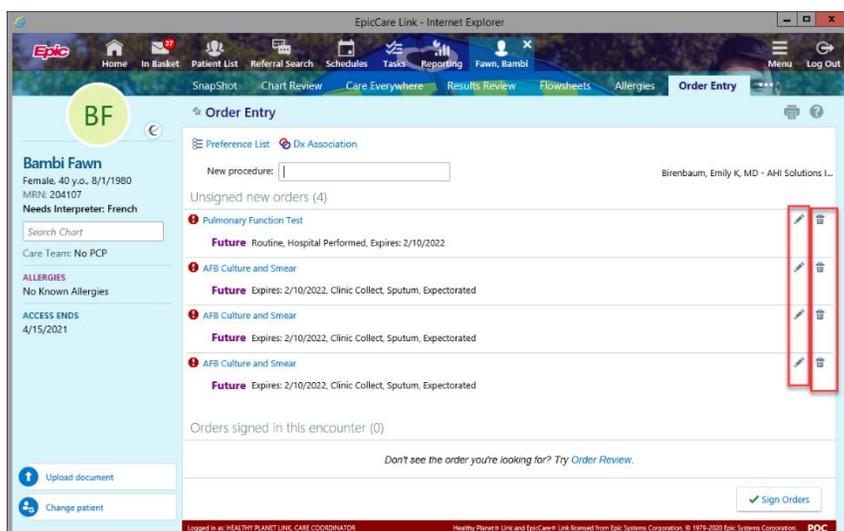3. Select **Authorizing provider**
   a. Select **Accept**

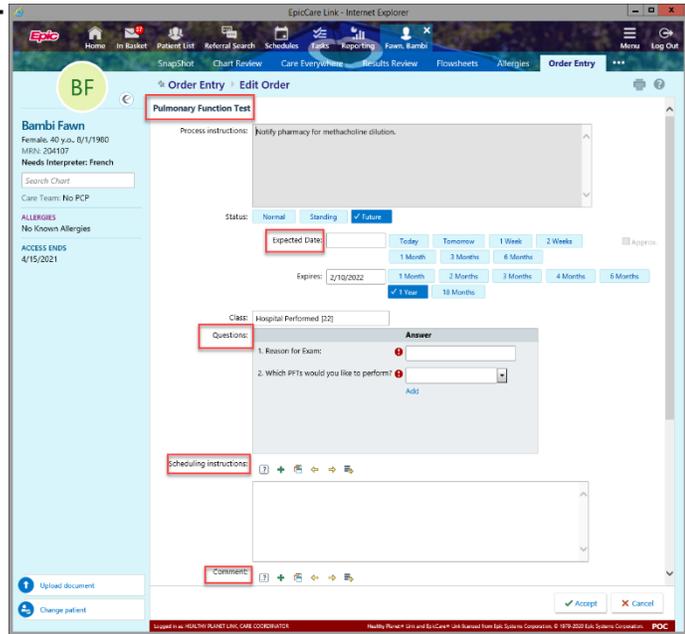4. Search for order by **Preference List** or order name

5. Select the order type: **Procedure**
6. Select **Pulmonary**
   a. Select **Pulmonary function Test with Sputum Culture And Smear** or **Sputum Panel** only or **PFT** only
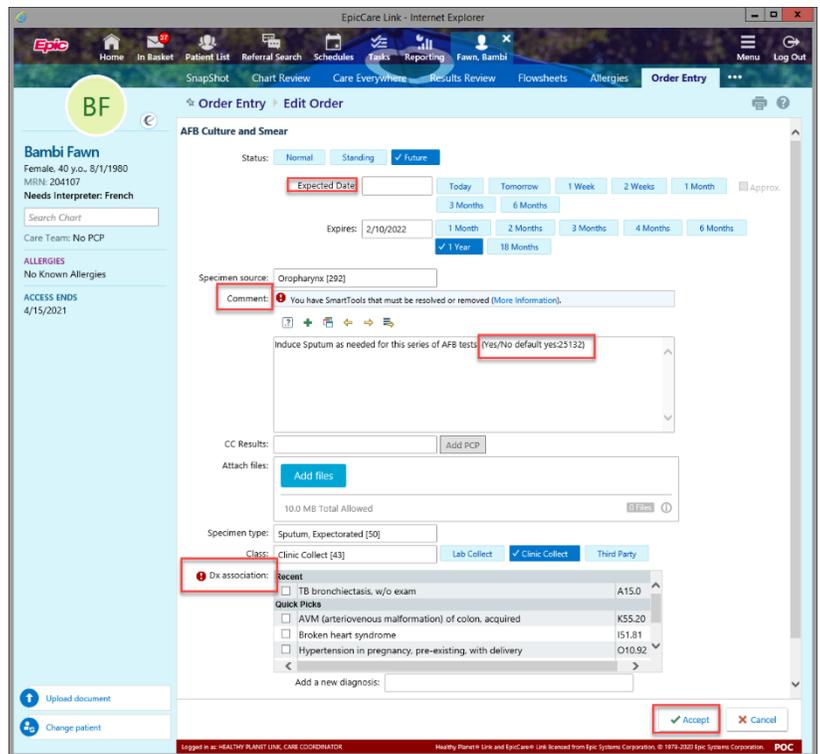   b. Select **Accept Orders**

   c. Open each PFT Test Panel **Order Composer** using the **pencil** to make the necessary changes
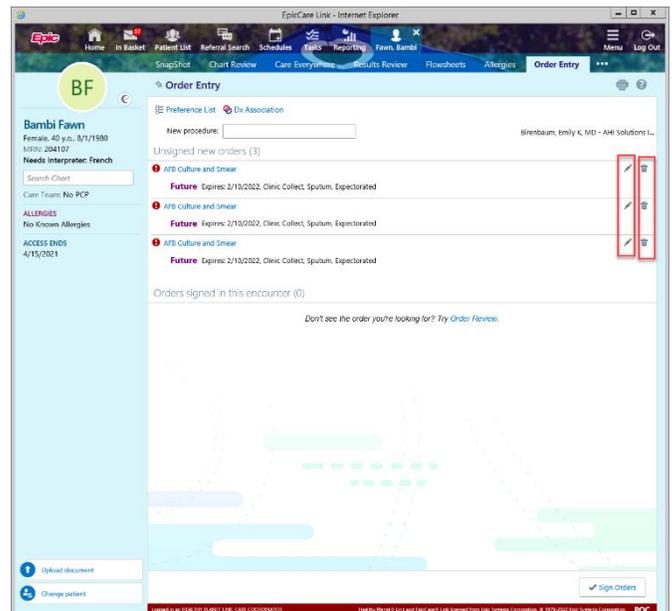   i. Select the **trash can** to remove the order if not needed

ii. **Answer** required questions

iii. If the Authorization and expiration dates are known: enter the data in the **Comments** section

iv. Scroll down and select DX: use **Quick Picks**, ICD 10 code or search by name
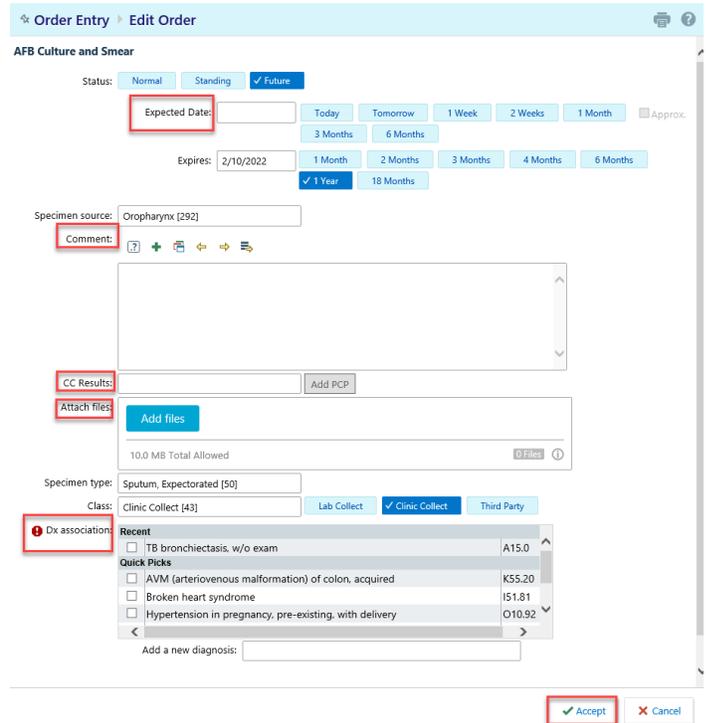
v. Select **Accept**

vi. Review order and **Sign Order**

d. Complete each Sputum Test Panel Order composer information

i. **Answer** required questions and clear the variable in the **Smart Phrase**

ii. Select DX: use **Quick Picks**, ICD 10 code or search by name

iii. Select **Accept**

iv. **Follow the above for each AFB**

v. Review order and **Sign Orders**

e. Open each Sputum Test Panel **Order Composer** using the **pencil** to make the necessary changes

i. Select the **trash can** to remove the order if not needed

f. Complete Sputum Test Panel **Order Composer** information
   i. **Answer** required questions
   ii. Select DX: use **Quick Picks**, ICD 10 code or search by name
   iii. Select **Accept**
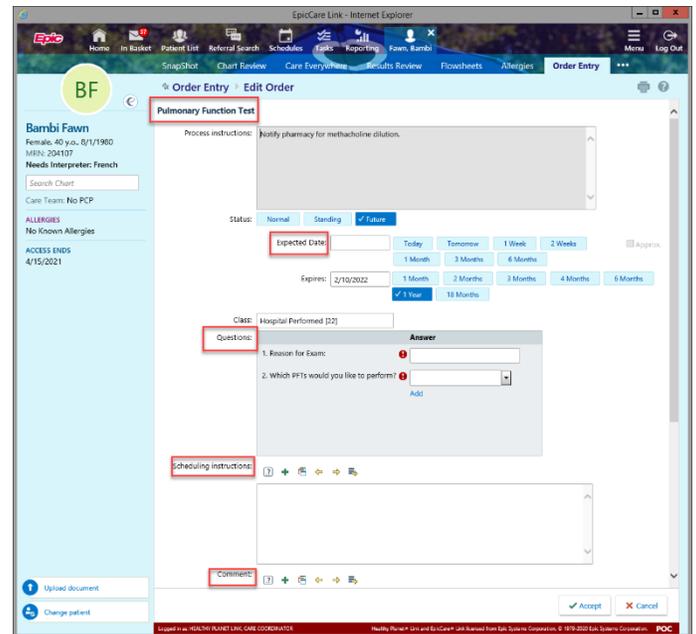   iv. **Follow the above for each AFB**
   v. Review order and **Sign Orders**

g. Complete Pulmonary Function Test **Order Composer** information
   i. **Answer** required questions
   ii. If the Authorization and expiration dates are known: enter the data in the **Comments** section

   iii. Scroll down and select DX: use **Quick Picks**, ICD 10 code or search by name
   iv. Select **Accept**

   v. Review order and **Sign Orders**