

# HOW TO REFER TO PEDIATRIC GYNECOLOGY

**Referral Statement:** The Ambulatory Referral for Pediatric Gynecology is intended for patients [add additional text here]

## REFERRING TO PEDIATRIC GYNECOLOGY

1. In the Visit Taskbar, at the bottom of the screen Click **+ Add Order**
2. Enter **AMB Referral to Pediatric Gynecology**
  - a. Double-click the order to select if from the list.
3. Modify order details, such as the reason for referral and any required items  
**NOTE: make sure to update the performing region**  
**Performing region: Washington University (All Locations)**
4. After updating the order details, click **✓ Accept**

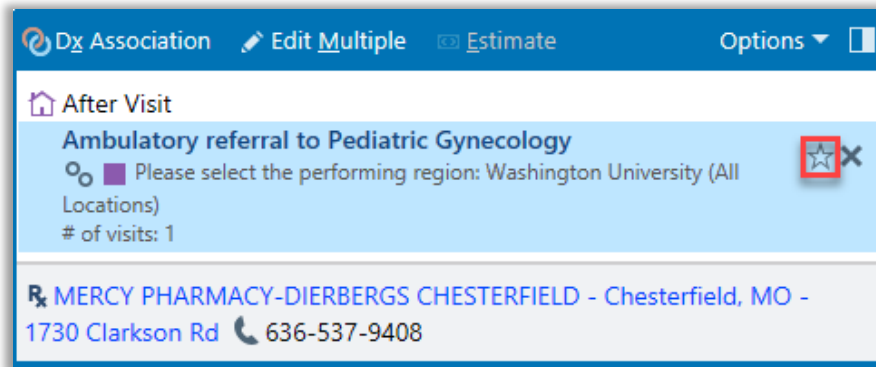
The screenshot shows a software interface for creating an ambulatory referral. The title bar reads "Ambulatory referral to Pediatric Gynecology" with "Accept" and "Cancel" buttons. The form includes the following fields and options:

- Status:** Normal, Standing, Future (Future is selected)
- Expected Date:** 6/17/2022. Frequency options: Today, Tomorrow, 1 Week, 2 Weeks (selected), 3 Weeks, 4 Weeks, 1 Month, 2 Months, 3 Months, 6 Months, 1 Year. A checkbox for "Approx." is checked.
- Expires:** 6/3/2023. Frequency options: 1 Month, 2 Months, 3 Months, 4 Months, 6 Months, 1 Year (selected), 18 Months.
- Performing region:** A dropdown menu with "Washington University (All Locations)" selected and highlighted by a red box.
- To provider:** An empty search field.
- # of visits:** 1
- Comments:** A text area with a rich text editor toolbar.

At the bottom, there is a "Show Additional Order Details" link and a status bar with "Next Required" and "Accept/Cancel" buttons.

## Add this order to your Preference List

1. Before signing the order, click ☆ to add it to your preference list



2. In the Add To Preference List window, enter any other details you want to use when you place this order in the future, and click ✓ **Accept**
  - a. In the **Display name** field, enter an easy-to-remember name for the order. The next time you need to place this order, you can search for your saved order using this name.
  - b. In the **Section** field, enter the section of your preference list in which you want this order to appear. Or, click **New Section** to add another section to your list.