HOW TO REFER TO GYNECOLOGIC ONCOLOGY

1. In the Visit Taskbar, at the bottom of the screen Click **➕ Add Order**
2. Enter **AMB Referral to Gynecologic Oncology**
   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
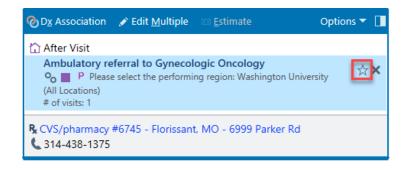   **NOTE: make sure to update the performing region**
   Performing region: Washington University (All Locations)
4. After updating the order details, click ✔ **Accept**

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.