

## EPIC

### Internal BJC/WU EPIC USERS: Referral to **WU UROGYNECOLOGY**

→ Place Ambulatory Referral Order within EPIC using the following order name:  
AMB REF UROGYN or REF105

The screenshot shows the EPIC Order Search interface. The search bar contains 'AMB REF UROGYN'. Below the search bar, there are three panels: 'Panels' (No results found), 'Medications' (No results found), and 'Procedures'. The 'Procedures' panel is expanded, showing a table with one result:

Name	Type	Pref List	Px Code
Ambulatory referral to Urogynecology	Refer...	AMB W...	REF105

→ Open Order

- Ensure Performing Region is Set to: Washington University (All Locations) or “167”
- The “To Provider” field can be left blank or populated with the preferred physician
- The comments box can be used to specify any other special instructions you would like us to know about.

### WU/BJH Referral Order:

The screenshot shows the EPIC Ambulatory referral to Urogynecology order form. The form is titled 'Ambulatory referral to Urogynecology' and has 'Accept' and 'Cancel' buttons. The form includes the following fields and options:

- Status: Normal, Standing, Future
- Expected Date: 7/23/2019, Today, Tomorrow, 1 Week, 2 Weeks, 3 Weeks, 4 Weeks, 1 Month, 3 Months, 6 Months, 1 Year, [ ] Approx.
- Expires: 7/9/2020, 1 Month, 2 Months, 3 Months, 4 Months, 6 Months, 1 Year, 18 Months
- Please select the performing region: Washington University (All Locations)
- To provider: [ ]
- # of visits: 1
- Comments: [ ]

At the bottom of the form, there is a 'Show Additional Order Details' link and a 'Next Required' section with 'Accept' and 'Cancel' buttons.

## External BJC/WU EPIC USERS: Referral to WU UROGYNECOLOGY

(Please note: All instances of EPIC look a little different from one another. The example included for you below is taken from our instance of EPIC. If you have trouble please contact our office at 314-747-1402)

→Place Ambulatory Referral Order within EPIC using your groups referral order build.

- For Example “Ambulatory Referral to Urogynecology”

→Open Order

- Ensure Performing Region is Set to: External Order as the order is leaving your facility
- Set Performing Location to Washington University or “167”
- The “To Provider” field can be left blank or populated with the preferred physician
- The comments box can be used to specify any other special instructions you would like us to know about.

→Please call our office when sending a first time referral through EPIC to confirm receipt.

### Example of WU/BJH Referral Order

The screenshot shows the EPIC interface for an "Ambulatory referral to Urogynecology". The form includes the following fields and options:

- Status:** Normal, Standing, Future (Future is selected)
- Expected Date:** 7/23/2019 (Calendar icon). Frequency options: Today, Tomorrow, 1 Week, 2 Weeks (selected), 3 Weeks, 4 Weeks, 1 Month, 3 Months, 6 Months, 1 Year, and a checked "Approx." checkbox.
- Expires:** 7/9/2020 (Calendar icon). Frequency options: 1 Month, 2 Months, 3 Months, 4 Months, 6 Months, 1 Year (selected), 18 Months.
- Please select the performing region:** External Order (Dropdown menu)
- To loc/pos:** (Empty dropdown menu)
- To provider:** (Empty dropdown menu)
- # of visits:** 1 (Text input)
- Comments:** A text area with a rich text editor toolbar (includes undo, redo, bold, italic, link, unlink, list, indent, outdent, text color, background color, insert smart text, and navigation icons).

At the bottom of the form, there is a "Show Additional Order Details" link and a "Next Required" indicator. The top and bottom right corners of the form have "Accept" and "Cancel" buttons.