HOW TO REFER TO REPRODUCTIVE ENDOCRINOLOGY & INFERTILITY

1. In the Visit Taskbar, at the bottom of the screen Click Add Order
2. Enter **AMB Referral to Infertility (REI)**
   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

![Ambulatory referral to Infertility](image)

**Add this order to your Preference List**

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

![Add To Preference List window](image)

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.