

MaineHealth EpicCare Link

User Quick Start Guide

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Getting Started

EpicCare Link is a tool that provides real-time web access to patient information so you can access patients' clinical data and communicate with MaineHealth to provide quality patient care. You can also use EpicCare Link to quickly refer patients to our organization.

EpicCare Link is a collection of different web pages, or activities, that correspond to different tasks. The activity that you use depends on what you want to accomplish.

This guide takes you on an introductory tour of EpicCare Link. The first pages include information to help you get started, such as browser requirements and how to log in. The rest of the guide contains explanations of how to use EpicCare Link.



Each organization configures Epic differently, so what you see in this guide might differ from what you see in your system.

Help and Contact Information

For help using an activity, click .

- If you forget your password or can't log in, call **207-662-6400**
- For all other issues, call **207-662-6400** to contact the IT Service Desk.

Browser, System, and Connection Requirements

You must use one of the following Internet browsers to access EpicCare Link:

Windows operating system:

- Microsoft Edge version 88 or later
- Chrome version 88 or later
- Mozilla Firefox version 78 or later
- Internet Explorer version 11 (May 2022 and earlier only)

Macintosh operating system:

- Firefox version 78 or later
- Chrome version 88 or later
- Safari version 14 or later

Linux operating system:

- Chrome version 88 or later

EpicCare Link and Tapestry Link can also be accessed by iPads running iOS 14 or later using the Safari browser and Android tablets using the Chrome browser. The native Android browser and other third-party browsers are not supported. The Chrome browser on iOS is also not supported.

To function properly with your web application, a browser must be able to accept cookies, and it must be enabled to run JavaScript. These are enabled by default when you install the supported browsers, so they're supported unless you have explicitly disabled them.

EpicCare Link requires a minimum screen resolution of 1024x768 pixels. We recommend that you use a high-speed Internet connection to achieve the best system speed and performance.

Requirements for Accessing EpicCare Link

The 2 requirements before accessing EpicCare Link

- Epic Account
- Epic Two Factor Authentication (2FA)

If you have any questions about this, contact the MaineHealth IT Service Desk at **207-662-6400**

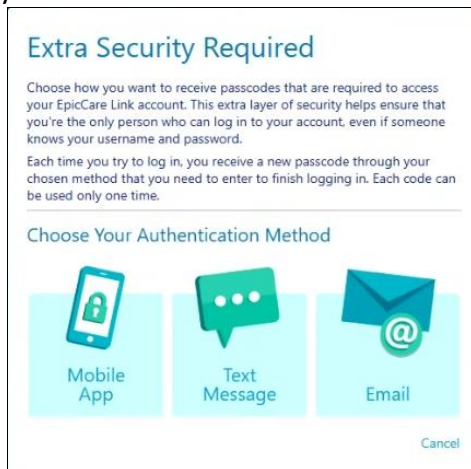
Accessing EpicCare Link

1. From your web browser, browse to this URL or click on the hyperlink:
<https://carelink.mainehealth.org/>
2. At the login prompt use your MaineHealth login credentials.



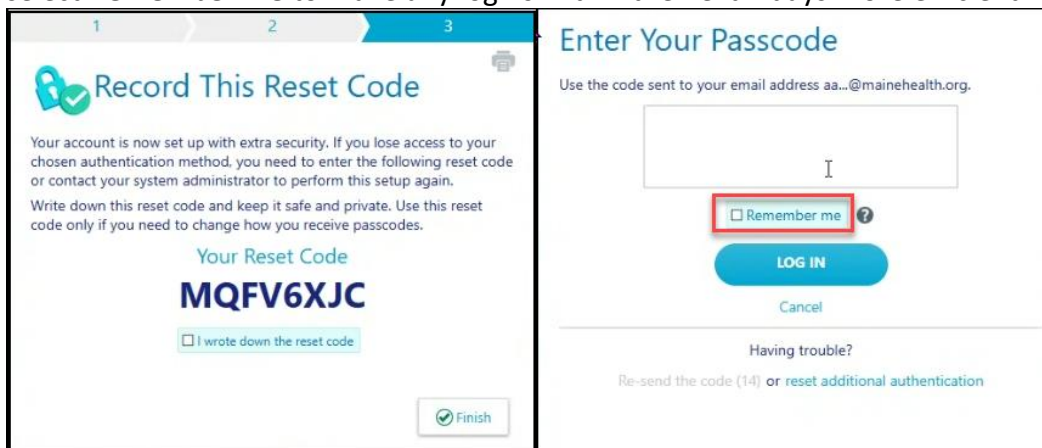
The login screen for EpicCare Link, powered by Epic. It features the EpicCare Link logo at the top. Below the logo are two input fields: 'User ID' and 'Password'. A blue 'LOG IN' button is positioned below the password field. At the bottom, there is a link that says 'Request New Account'.

1. The first time you log in you will be prompted to choose the two-factor authentication (2FA) method you wish to use.



The 'Extra Security Required' screen. It explains that users must choose a method to receive passcodes. It lists three options: 'Mobile App' (with a smartphone icon), 'Text Message' (with a speech bubble icon), and 'Email' (with an envelope icon). A 'Cancel' button is at the bottom right.

2. Using the code sent to your selected method, enter **Your Passcode**, in the passcode field. Be sure to select **Remember me** to make any logins within the next 7 days more efficient.



Two side-by-side screenshots showing the 2FA setup process. The left screenshot, titled 'Record This Reset Code', shows a reset code 'MQFV6XJC' and a checkbox 'I wrote down the reset code'. The right screenshot, titled 'Enter Your Passcode', shows a passcode input field, a 'Remember me' checkbox (highlighted with a red box), a 'LOG IN' button, and a 'Cancel' button. Below the buttons are links for 'Having trouble?' and 'Re-send the code (14)' or 'reset additional authentication'.

3. You will be presented with the Terms and Conditions screen. Click **Accept** once you have read.

Terms and Conditions

MAINEHEALTH CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement applies to the individuals (referred to as "Users") at MaineHealth Services or any of its subsidiaries (referred to as "Organizations") who may have direct access to patient, business, proprietary, trade secret, financial, employee or other confidential communications or data (referred to as "Confidential Information") and information systems of Organizations to perform their work responsibilities and includes:

1. Employees;
2. Medical Staff;
3. Housestaff;
4. Clinical Affiliates;
5. Adjunct Professional Nurses appointed by the Department of Nursing;
6. Clinical Researchers;
7. Individuals authorized by the CIO/SVP of Information Services or designee; and
8. Others with business or patient care responsibilities or contractual obligations.

I. General Confidentiality Principles- User understands and agrees:

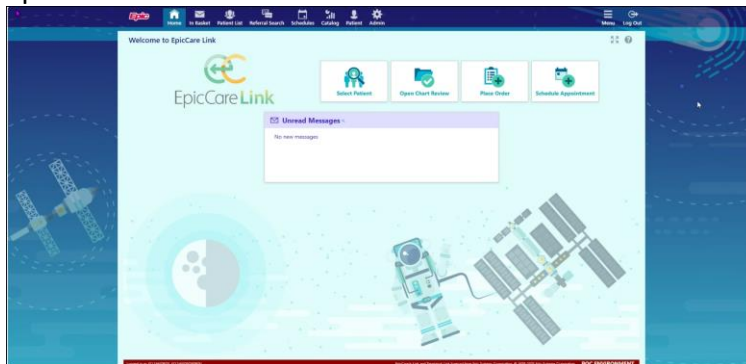
- Performance of his or her work responsibilities may require User to become aware of Confidential Information, which shall remain confidential consistent with the User's work responsibilities, Organizations' policies and procedures, and disclosures permitted by law.
- Approval to access Confidential Information is a privilege that may be granted to the User based only on his or her work responsibilities and which meets the Organizations' need-to-know criteria for such access.
- To maintain the privacy, security and integrity of all Confidential Information and information systems of Organizations whether maintained in verbal, written, digital or electronic form.
- The duties relating to Confidential Information include:
 - Never discussing a patient's case or presence outside of work, either with the patient, or with family or friends.
 - Never posting any patient information or images on social media unless specifically authorized by the Organization and have obtained the appropriate patient authorization in advance.
 - Never sharing password or system access codes.
 - Never disclosing, discussing, or enabling access to any Confidential Information or information systems of Organizations in any manner unless such action is consistent with the User's work responsibilities, Organizations' policies and procedures, the terms of this Agreement and permitted as a matter of law; and
 - Never discussing any Confidential Information outside of work and ensuring that the disposal of such Confidential Information always occurs through the Organizations' confidential destruction system.

II. Information Systems Access- User understands and agrees:

- All network and software application passwords are confidential and shall not be shared with any third party including other authorized Users of Organizations' information systems.
- Access to Organizations' computer networks and certain system and software applications appropriate for the User's work responsibilities within his or her Organization(s) shall be provided with uniquely assigned network and software application passwords.
- Access to Organizations' computer networks and software applications may include, without limitation:
 - On-site access at the Organizations' locations;
 - Remote access to defined systems or applications; or
 - 3. Access through dedicated communications lines.
- Network and software application passwords expire on a periodic basis and, if requested by Organizations' Information Services Department, User shall provide

Accept Cancel

4. EpicCare Link home screen



Navigating in EpicCare Link

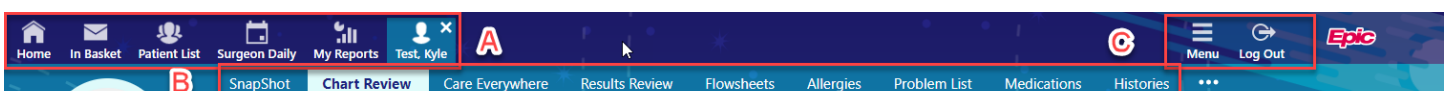
When you log in to EpicCare Link, several sets of navigation tools appear at the top of the page.

A) **Navigation Tabs:** Use these tabs to open different activities in EpicCare Link.

B) **Activity Menu:** Use this menu to open the various activities that are contained in the selected navigation tab. For example, the **Patient** tab activity menu contains the **Allergies** and **Chart Review** activities.

- If there are more activities than can fit on the screen, hover over the ellipsis on the far right of the menu to see all the activities contained in the tab.
- You can also click  to pin an activity so it appears first in the menu. If you pin multiple activities, they appear in the order that you pinned them. Click and drag pinned activities in the menu to change their order.

C) **Action Options:** Use these buttons, located on the top right of the screen, to perform basic tasks, such as selecting a patient or logging out.



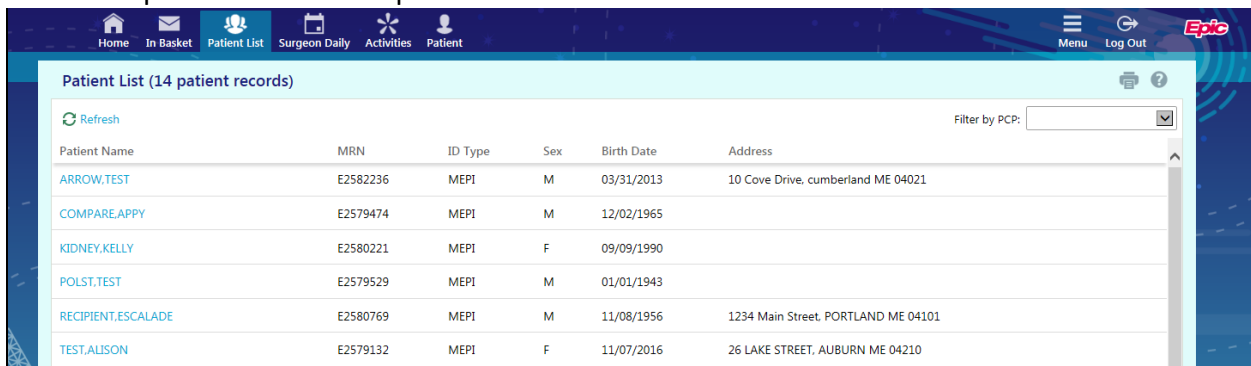
Accessing the Patient Chart

Select your Patient's Chart from a list of Current Patients

1. Click  **Patient or Patient list.**

- If you have access to many patients, your patients might appear on more than one page. Use the field at the top of the page to search for patients by their name.

2. Click a patient's name to open his chart.



The screenshot shows the Epic Patient List interface. At the top, there is a navigation bar with icons for Home, In Basket, Patient List (selected), Surgeon Daily, Activities, and Patient. On the right, there are links for Menu and Log Out, and the Epic logo. Below the navigation bar, the title 'Patient List (14 patient records)' is displayed. A 'Refresh' button is on the left, and a 'Filter by PCP:' dropdown menu is on the right. The main area contains a table with patient records.

Patient Name	MRN	ID Type	Sex	Birth Date	Address
ARROW,TEST	E2582236	MEPI	M	03/31/2013	10 Cove Drive, Cumberland ME 04021
COMPARE,APPY	E2579474	MEPI	M	12/02/1965	
KIDNEY,KELLY	E2580221	MEPI	F	09/09/1990	
POLST,TEST	E2579529	MEPI	M	01/01/1943	
RECIPIENT,ESCALADE	E2580769	MEPI	M	11/08/1956	1234 Main Street, PORTLAND ME 04101
TEST,AUSON	E2579132	MEPI	F	11/07/2016	26 LAKE STREET, AUBURN ME 04210

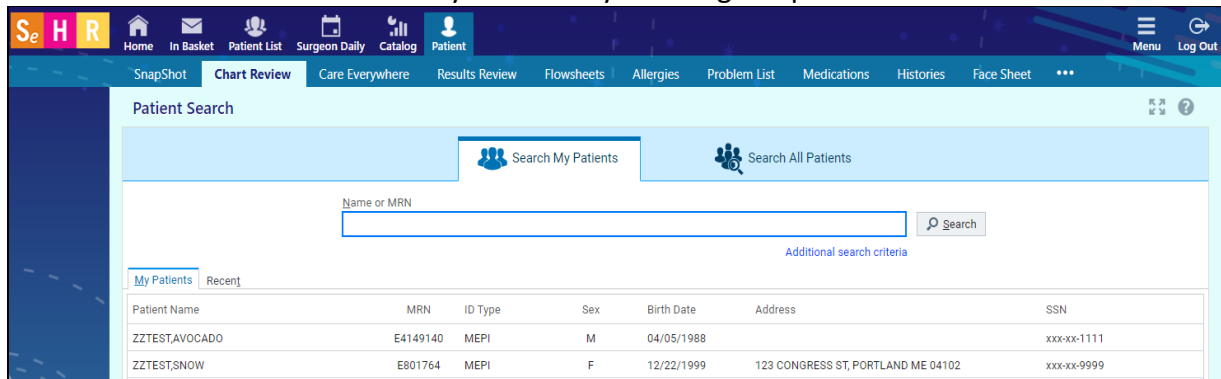
3. To view a list of your patients, you must have a provider relationship of PCP, Attending, Admitting, or Treatment Team on the admission.
4. Select a patient's name to view additional patient-specific information in the report pane.
5. If you view a report frequently, click  to add a button for the report to the toolbar. From that page, you can also remove your report toolbar buttons, rearrange the order of buttons, and rename the reports.
6. Click  to open a patient's chart.



To see only the patients for whom you are the PCP, select your name in the **Filter by provider** field.

Search for a Patient's Record Based on Name or MRN

1. Click  **Patient** and Search my Patients by entering the patient's name or MaineHealth MRN.



Patient Name	MRN	ID Type	Sex	Birth Date	Address	SSN
ZZTEST,AVOCADO	E4149140	MEPI	M	04/05/1988		xxx-xx-1111
ZZTEST,SNOW	E801764	MEPI	F	12/22/1999	123 CONGRESS ST, PORTLAND ME 04102	xxx-xx-9999

2. In the Search Results window, click the name of the patient whose chart you want to open.

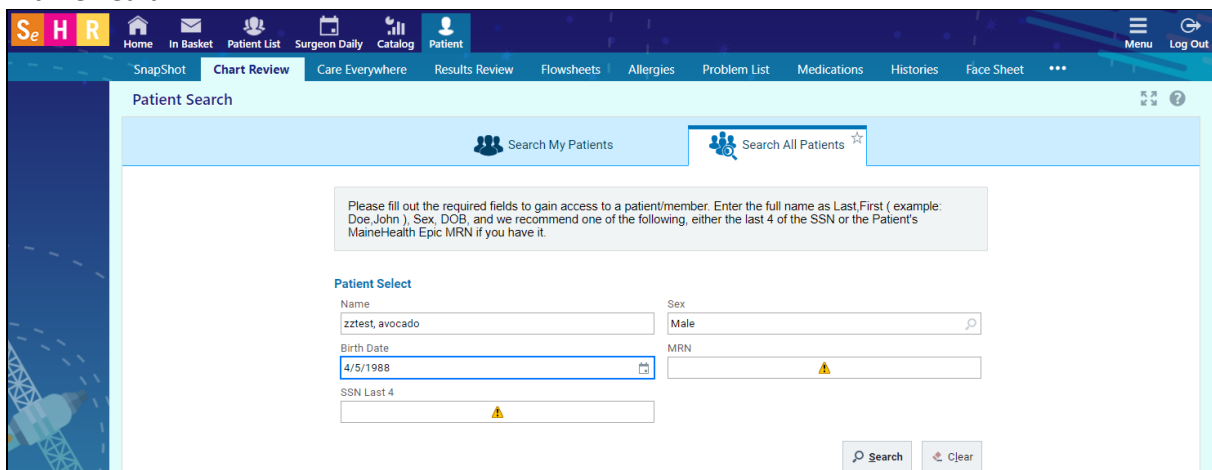


In two clicks, you can quickly open a patient chart that you recently had open. In the **Search My Patients** section of the Patient Search activity, select the **Recent** tab and then click the name of the patient.

What if I can't Find a Patient?

If you don't find a patient using the methods above, you might not have been granted access to her chart yet, or she might not have a record in the system. Use the Search All Patients section of the Patient Search activity when you need to gain immediate access to a patient's chart for the first time, such as in case of an emergency. Note that you must enter the patient's first and last name when using this method.

1. If your initial search returns no results, click **Search All Patients** from the Search Results window.
2. Fill out the required fields to gain access to the patient record. Enter the full name as Last name, first name, Sex, and DOB then click  **Search**. If you cannot find your patient add the last 4 of the SSN# or the MaineHealth MRN#.



Please fill out the required fields to gain access to a patient/member. Enter the full name as Last,First (example: Doe,John). Sex, DOB, and we recommend one of the following, either the last 4 of the SSN or the Patient's MaineHealth Epic MRN if you have it.

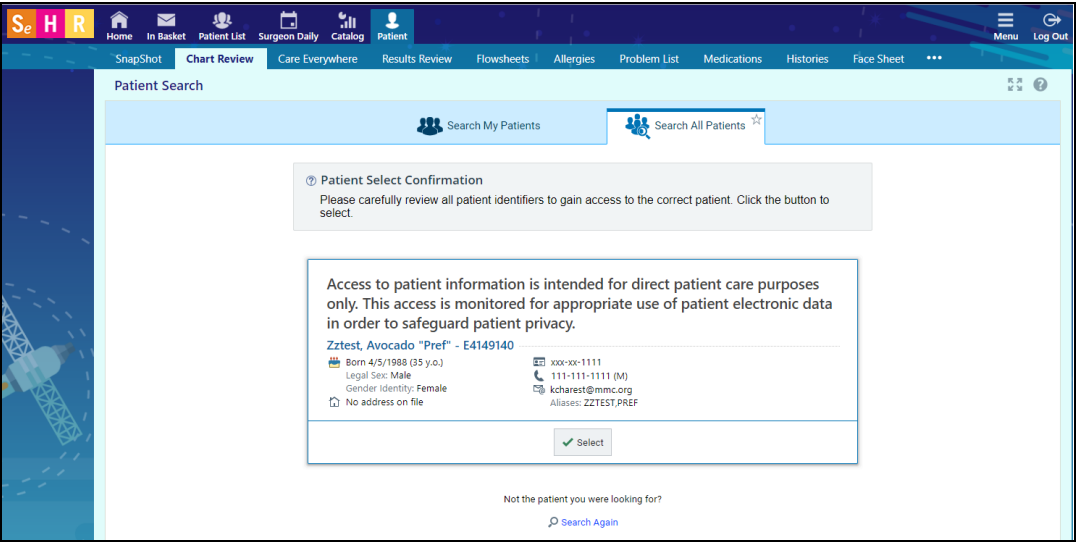
Patient Select

Name: Sex:

Birth Date: MRN:

SSN Last 4:

3. To select the patient record you want to open click **Select**.



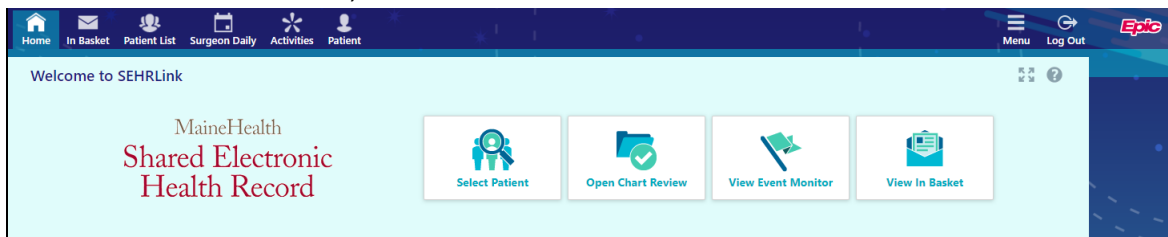
Monitoring Your Patients

Event Monitor allows you to monitor events that occur in your patients' care, such as inpatient admissions or discharges, outpatient visits, or new lab results. You can view these events on the home screen or in your In Basket.

Target your Event Notifications

To focus on the medical events that matter most to you, use event and relationship filters in Event Monitor. You can tailor which types of events you're notified of and for which patients. For example, you can choose to be notified of only the events associated with you or certain providers in your group. You're associated with an event if you're the attending provider, admitting provider, referring provider, a treatment team member, a care team member, or the patient's PCP.

1. From the Home screen, click  in the Event Monitor section.



2. Choose which types of events you'll receive notifications for in the Event Filter section. To receive notifications for all the available event types, select the **Events I Will Receive** check box:
3. Choose which events you'll receive notifications for by selecting one of the options in the Relationship Filtering section:
 - a. **All events for patients in my group.** This option includes events for any patient that you have access to. For example, if you choose to receive referral notifications, you are notified of any authorized referrals, even if the referral isn't to you or your group.
 - b. **Only events associated with a provider, department, or vendor in my group (recommended).** For example, if a patient you have access to is admitted to the hospital, and the patient's PCP is in your group, you receive a notification even if the PCP isn't associated with the admission.
 - c. **Only events associated with me.**
 - d. **Only events associated with certain providers or departments.** This option includes only events associated with the providers or departments you select.
4. Choose who your notifications are sent to in the In Basket Settings section:
 - a. **Any user in my group.** Your notifications are sent to a group of users at your organization, and any of the users can access the message and mark it as Done, which removes it from the In Baskets of all the users in the group. This option helps reduce the risk of duplicate follow-up and can save time.
 - b. **Only me.** You are the only user who can mark the notifications as Done. Other users might still see and act on the same notifications, but they can't mark the message as Done. This option helps ensure that you see every notification.

Home > Event Settings

Customize when and how you are notified when an event is triggered for one of your patients. Existing notifications will not be affected by changes to these settings.

Note: Due to privacy concerns, you may not be notified of sensitive events.

☒	Referral Authorized
☐	Referral Created
☒	Referral Denied
☐	Referral Note Added
☐	Remittance Advice Received
☒	Result - Imaging
☒	Result - Lab Abnormal
☐	Result - Lab Normal
☒	Result - Other
☐	Study Edited
☒	Study Signed
☐	Transfer to Inpatient
☐	Visit Charting Completed

Relationship Filtering

Notify me for:

☐ All events for patients in my group

☒ Only events associated with a provider, department, vendor, or referral location/POS in my group (recommended)

In Basket Settings

Allow my messages to be handled by:

☒ Any user in my group

☐ Only me

Accept Cancel

View Patient's Recent Events

Select the **Home** tab and hover over each type of event in the Event Monitor section to review recent events for your patients.

If necessary, you can view more information about events and mark them as Done in In Basket by clicking the name of the patient in the Patient column.

Open a Patient's Chart from an Event Message

Select the In Basket message for the patient's event and click  **Select Patient** to open the patient's chart.

Reviewing the Patient Chart

Review the Patient's chart before a visit

1. Open the patient's chart, click **Chart Review**, and select a tab that includes information you want to review.
2. To view more detail, such as a specific patient visit, click the date link that appears in the row.



To view details on several rows at once, select the check boxes in those rows, and then click **Start Review**.

3. To send a message to the patient's PCP regarding an office visit, click **Ask a Question**, fill out the message form, and click **Send Message**.

Find information quickly in the Patient's Chart

For patients with large charts, you can enter text in the **Search Chart** field to quickly find the information you need. For example, search for "cholesterol" to see a list of relevant matches in the patient's chart, such as lipid panel results and progress notes that mention cholesterol.

The screenshot shows the Epic Chart Review interface for patient Lyle Test. The 'Encounters' tab is selected, and a search for 'cholesterol' is performed. The search results show a list of encounters with columns for Date, Enc Type, Department, With, Description, Open/Closed, RFV, Classification, Type of Service, Research, and Attachments. The first encounter is dated 06/13/2019, is an Office Visit, and is in the Internal Medicine department. The description mentions 'Chronic systolic congestive heart failure (CMS-HCC) (Primary Dx)'. The second encounter is dated 05/30/2019, is an Office Visit, and is in the MH VIEW ONLY department. The third encounter is dated 05/28/2019, is a Patient Email, and is in the MH VIEW ONLY department. The fourth encounter is dated 05/24/2019, is a Patient Email, and is in the MMP CAPE ELIZABETH INT MED department. The fifth encounter is dated 05/23/2019, is an Orders Only, and is in the MMP CAPE ELIZABETH INT MED department. The sixth encounter is dated 05/21/2019, is a Clinical Update, and is in the MMP FALMOUTH INTERNAL MEDICINE department. The seventh encounter is dated 05/16/2019, is an Orders Only, and is in the MMP FALMOUTH INTERNAL MEDICINE department.

Date	Enc Type	Department	With	Description	Open/Closed	RFV	Classification	Type of Service	Research	Attachments
06/13/2019	Office Visit	MMP FALMOUTH INTERNAL MEDICINE	Internal Med - Hemphill, R	Chronic systolic congestive heart failure (CMS-HCC) (Primary Dx)	Signed					
05/30/2019	Office Visit	MH VIEW ONLY	Hemphill, R		Open					
05/28/2019	Patient Email	MH VIEW ONLY	Mychart, G		Open					
05/24/2019	Patient Email	MMP CAPE ELIZABETH INT MED	Internal Med - Test, T		Open					
05/23/2019	Orders Only	MMP CAPE ELIZABETH INT MED	Internal Med - Test, T		Open					
05/21/2019	Clinical Update	MMP FALMOUTH INTERNAL MEDICINE	Internal Med - Hemphill, R		Open					
05/16/2019	Orders Only	MMP FALMOUTH INTERNAL MEDICINE	Internal Med - Hemphill, R		Open					

Use filters to narrow the list of information

You can also use filters to find visits, labs, medications, or other information in Chart Review. For example, on the **Encounters** tab, you can filter the list so you see only the visits associated with certain providers.

1. In Chart Review, select a tab.
2. Click **Filters** and select a filter type. Then, select check boxes next to the values that you want to see. For example, select Encounter Type, and then select the Billing Encounter filter.
3. Click **Apply** to make the results of your search appear.



To remove the search criteria and begin a new search, click **Clear All**.

View trending data in graph or table format in Chart Review

1. In Chart Review, select the check box for the data you want to view. For example, select specific visits or lab tests.
2. Select the type of flowsheet that you want to create.
 - Click **Encounter Flowsheets** to graph data such as vital signs or medications. Then select a specific flowsheet, such as Diabetes - Brief.
 - Click **Lab Flowsheets** to graph lab result data.
3. Click and drag to select the table cells that contain data that you want to graph.
4. Click **Line Graph** or **Bar Graph** to create a graph of the selected data.

View a patient's trending lab results in Results Review

1. Select the **Patient** tab and click **Results Review**.
2. Select the date range for the results data you want to see and click **Accept**.
3. To view a specific result component type, such as Hematology, or a specific result component, such as Hemoglobin, expand the tree on the left. Select the name of the component or component type that you want to view.
4. To view more columns of results, click **Load More**. To view all columns of a patient's results for the time range that you selected, click **Load All**.



Click **Time Mark** so the next time you view the patient's results, you can easily distinguish any new results from those that you have already seen.

Customize the way results appear

1. In Results Review, click **Options**.
2. To make the most recent results appear from left to right by default, select the **Trend Dates in reverse chronological order** check box.
3. Set your other default preferences, such as the default number of columns to show, using the other options.
4. Click **Accept**.

Imaging Results

Narrative results for imaging studies are available in EpicCare Link, however the actual images are not viewable in EpicCare Link.

View a patient's allergies

Select the **Patient** tab and click **Allergies**.



For more information about an allergy, select the allergy and click **View History**.

View a list of the patients' current medical problems

Select the **Patient** tab and click **Problem List**.



For more information about a problem, click the **View Report** link.

View a patient's current medications

Select the **Patient** tab and click **Medications**.



For more information about a medication, click **View Details**.

View patient's history

Select the **Patient** tab and click **Histories** to see a report with information about the patient's medical, surgical, family, and social history. Social history includes topics like tobacco use and sexual activity:

The screenshot shows the Epic patient history page for Lyle Test. The left sidebar contains patient information: Lyle Test, Non-Binary, 32 y.o., 8/16/1986, MRN: <E2597024>, and a list of providers including Hemphill, Rebecca B. MD, PCP. The main content area is titled 'Histories' and displays various medical history sections. The 'Social History' section includes marital status (Married), years of education, spouse, and number of children. The 'Social History Narrative' is currently empty. The 'Social History Topics' section lists tobacco use, alcohol use, drug use, and sexual activity, all marked as 'Not Asked'. The 'Chronic Problem(s)' section lists several conditions with their dates, priorities, and classes. The 'Health Maintenance Modifiers' section lists screening tests like Colon Cancer Screening and Hepatitis C.

Chronic Problem(s)	Noted	Resolved
Simple chronic bronchitis (CMS-HCC) [741.0] Priority: Unknown Class: Unknown	04/08/2019	
More...		
Chronic systolic congestive heart failure (C* 04/22/2019 Priority: Unknown Class: Unknown		
Type 2 diabetes mellitus without complicatio* 05/15/2019 Priority: Unknown Class: Unknown		
Asplenia (congenital) [Q89.01] Priority: Unknown Class: Unknown	05/28/2019	
Chronic renal failure [N18.0] Priority: Unknown Class: Unknown	05/28/2019	

Health Maintenance Modifiers
Colon Cancer Screening: Colonoscopy, Fall Risk Assessment, Hepatitis C
Screening: transfusion prior to 1992 (Informational only)



For a high-level summary of the current patient's chart, select **SnapShot** from the Clinical Review menu.

Patient SnapShot

The Patient SnapShot provides a glimpse into the patient's overall picture, aggregating important information from the the patient's chart and depositing it in one place for ease of viewing.

Items such as **Open Standing Orders** and **Open Future Orders**, as well as **Future Appointments** and **Recent Visits**:

The screenshot shows the Patient SnapShot interface for a patient named Celina Test. The interface is divided into several sections:
- **Left Sidebar:** Contains patient information (Celina Test, Female, 38 y.o., 4/3/1981, MINN E2597110), a search bar, and various tabs like ALLERGIES, Active Treatment/Therapy Plans, SOCIAL DETERMINANTS, RISK SCORES, and CARE GAPS.
- **Top Navigation:** Includes tabs for SnapShot, Chart Review, Care Everywhere, Results Review, Flowsheets, Allergies, Problem List, Medications, and Histories.
- **Main Content Area:** Displays a summary of the patient's care, including Recent ED Visits and Hospitalizations, Open Standing Orders, Open Future Orders, Care Team and Communications, Outpatient Medications, Immunizations/Injections, Future Appointments, and Recent Visits.
- **Bottom Bar:** Shows the patient's name, MRN, and a red bar indicating the system is in TEST ENVIRONMENT.

View a patient's demographics

Select the **Patient** tab and click **Demographics** to see a report with demographic information like the patient's address, PCP, emergency contacts, and more.

The screenshot shows the Demographics report for Celina Test. The report is organized into several sections:
- **Basic Demographics:** Includes Name (Test, Celina), MRN (E2597110), SSN (987-65-4321), Sex (Female), Date of Birth (4/3/1981 (38 y.o.)), Ethnic Group (Unknown), Marital Status (Single), and Patient Status (Alive).
- **Contact Information:** Includes Address (123 Winding Way, CUMBERLAND FORESIDE ME 04110), Phone (207-987-6543 (Home)), and E-mail Address (tbfox@mmc.org).
- **PCP and Center:** Includes Primary Care Provider (Test, Amb, Cardiology, Md Test, MD), Phone (207-662-0111), and Center (FRANKLIN MEMORIAL).
- **Pharmacy Preferences:** Includes Pharmacy (RITE AID-33 DEPOT ROAD - FALMOUTH, ME - 33 DEPOT ROAD).
- **Employment Information:** Includes Status (Full Time), Employer (MAINE MEDICAL CENTER), and Address (22 BRAMHALL STREET, PORTLAND, ME 04102).
- **Administrative:** Includes Signature on File (Yes), Date Filed (None on file), Date Issued (None on file), Power of Attorney (No), Advance Directive (No), and Date Issued (None on file).
- **Emergency Contacts:** Includes Name on File (None on file).

View patient's billing information

To view information about the patient's eligibility for health plans, coverages, service areas, networks, and more, select the **Patient** tab and click **Billing Info**. You can expand and collapse the sections in the Services section and use the **Jump to** search bar to find specific services.

You can also see details about a particular coverage on the Benefits Summary page to:

- Determine whether a particular service is covered in or out of network.
- Determine whether a coverage is active.
- Determine whether benefits for a particular service are metered and what the limits are for each level of benefits.
- Determine what the patient portion will be for a particular service.
- Review a complete summary of benefits.

Coverages & Benefits

Coverages on File

View available coverages as of 6/14/2019 View all coverages on file

Benefits Summary Coverage Detail Report

Payor/Plan	Eff. Date	Term. Date	Member ID	Employer Group	Filing Order
BCBS ANTHEM / ANTHEM HMO MAINE	04/04/2014		X VH326326327863		1

Benefits Summary

ANTHEM HMO MAINE

Services

Jump to:

Expand All Collapse All

Type of Service	Network	Referral Required?	Level	Applies to	Patient Portion	Limit	Remaining*	Bucket	Admission Group
MH COVERAGE LEVEL COPAY									
NON COVERED (VT)	N/A				Not Covered				
NO COPAY VISITS (VT)	N/A				No Payment				
MH PREAUTH REQUIRED	N/A	Yes-Internal			No Payment				
MH SURGERY ALL VISIT TYPE	N/A	Yes-Internal			\$0.00 copay				
	N/A				\$0.00 copay				
BEHAVIORAL HLTH COPAY	In				\$0.00 copay				
ED	N/A				\$0.00 copay				
REFERRAL REQUIRED (SPEC)	N/A	Yes-Internal			\$0.00 copay				
	N/A				\$0.00 copay				
THERAPY PT/OT/ST	N/A	Yes-Internal			\$0.00 copay				
	N/A				\$0.00 copay				
COPAY VISIT INFECT DISEAS	N/A				\$0.00 copay				
Primary Care Visits	N/A				No Payment				

*The counts in the Remaining column do not include unprocessed services.

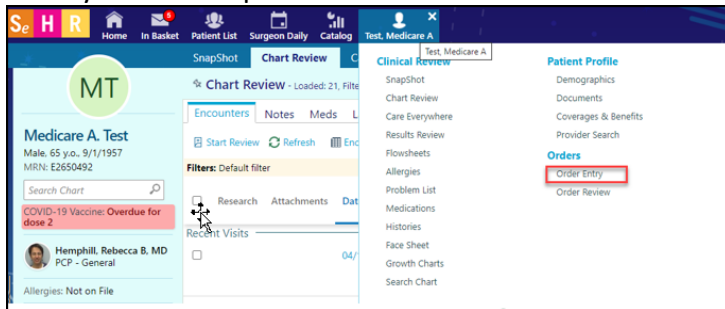
Back

Orders

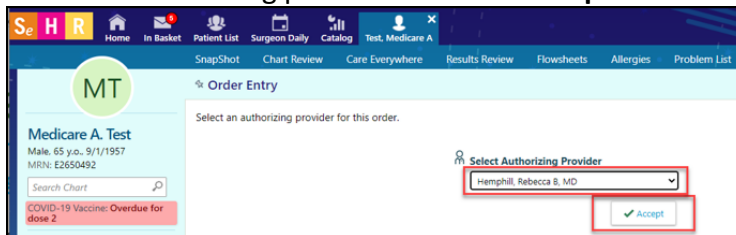
Placing Orders

If you are enabled to place orders, follow the instructions below.

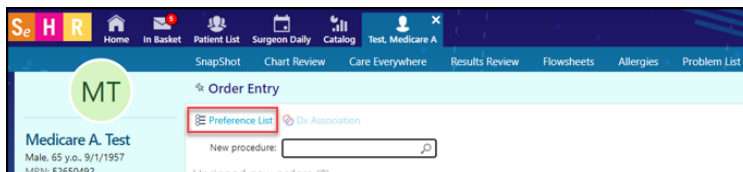
1. Place your mouse pointer on the **Patient** tab and click **Order Entry**.



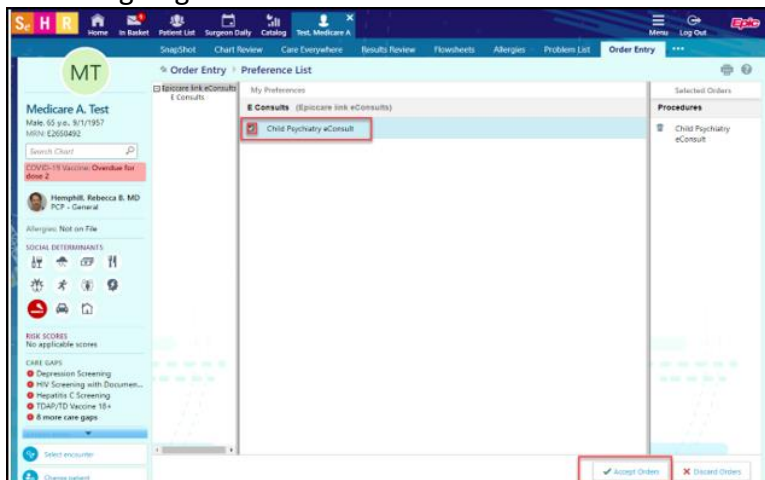
2. Select an authorizing provider and click **Accept**.



3. Click **Preference List** to see a list of available orders.



4. Select the check box next to each order that you wish to place. You can use the subsections in the left pane to filter orders by type.
5. Click **Accept Orders** to review a list of your orders and make any necessary changes to the order detail before signing orders.



6. For orders such as eConsult orders, place your mouse in the dialog box and click to activate. Press F2 on your keyboard to move through the SmartLinks. When you get to the *** that is a space holder for you to type in your clinical question. Select F2 again to continue moving through the note. When you come to lists from which to choose from right click to pick the appropriate choice, left click to have that choice stick in your note. Continue to use the F2 key to move through the note. The order class should default to **Internal Referral** (correct class) and choose the appropriate diagnosis to associate the order with. You can search for diagnoses or add a new one.

Order Entry - Edit Order

Comment: You have SmartTools that must be resolved or removed. (More Information)

My clinical question is

Clinical Global Impression: Considering your total clinical experience with this particular population, how mentally ill is the patient at this time? This rating is based upon observed and reported symptoms, behavior, and function in the past seven days.

3 = Mildly ill - clearly established symptoms with minimal, if any, distress or difficulty in social and occupational function.

The most current assessment of this problem can be found in the note dated ***

By indicating "yes" below, I attest that (i) I have obtained consent from the patient/patient's guardian or authorized representative for this e-consult and authorization for release of medical records for this purpose (required for non-employed MaineHealth providers requesting the service); and (ii) I have informed the patient/patient's guardian or authorized representative that they may receive a bill from the subspecialty practice for this service even though they may never directly communicate with the subspecialist.

yes

Health Maintenance Provider

Class: Internal Referral [41]

Diagnosis: Anemia due to chronic blood loss D50.0

Add a new diagnosis

Accept Cancel

7. Click **Accept** and **Sign Orders**.
8. Enter your password if prompted and click **Accept**.

All users will come to Preference List and will place orders that way

** Class and Referral sections will be set up systematically

Order Entry - Edit Order

Referral to Otolaryngology - Brunswick

Reference links: 1. Referral Resources

Process instructions: As part of a system-wide initiative to simplify the referral process, ALL referral orders to the specialty, whether "Internal" (within MaineHealth) or "External" (outside of MaineHealth), will now originate from this single procedure record (prefix: REF). Please follow these instructions:

1) Set the "Class" field to "Internal Referral" or "External Referral" depending on whether you want to refer to a practice within or outside of MaineHealth.

Questions: 1. Clinical Question/Reason for Referral (REQUIRED if no additional questions above)

Answer

Class: Internal Referral [41] Internal Ref. External Ref.

Referral: To: dept: INACTIVE ENT BRUN (110180712)

By provider: Address:

To provider: Address:

of visits: 12 (the maximum number of visits for this procedure is 999)

Comment:

Accept Cancel

Save an Order for Later

Pend an order to save it for later. For example, you might pend an order if you need to review information in the patient's chart before you finish filling out the order details.

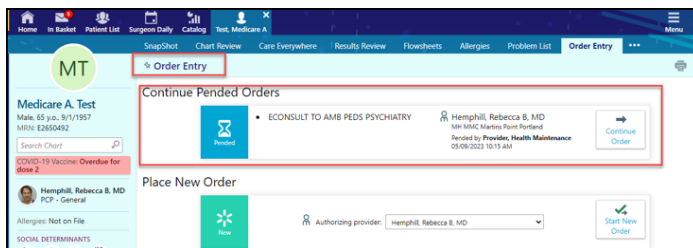
From the Order Entry activity, select the order that you want to place.

1. Click the order name to edit its details as needed.
2. Click  **Pend Orders**.

Continuing a Pended Order

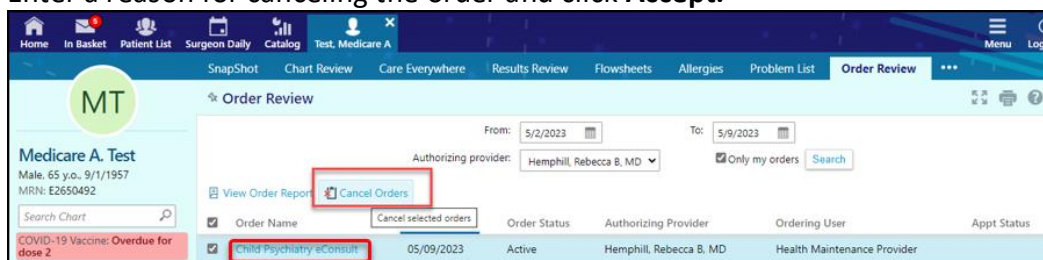
When you return to the Order Entry activity, you can resume any orders that you have pended. You can also see orders that are in a pended status by other people at your site. For example, you might have support staff who prepared an order for you to sign.

Click  **Continue Order** to resume editing a pended order.



Cancel a Signed Order

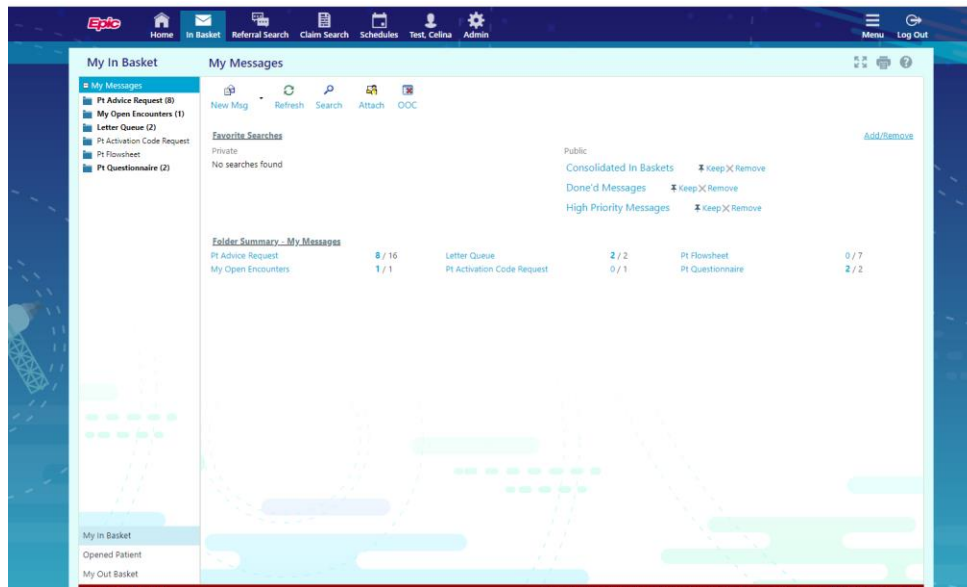
1. Select the **Patient** tab and click **Order Review**.
2. Select the Order and click **Cancel Orders**.
3. Enter a reason for canceling the order and click **Accept**.



In Basket - Viewing Messages

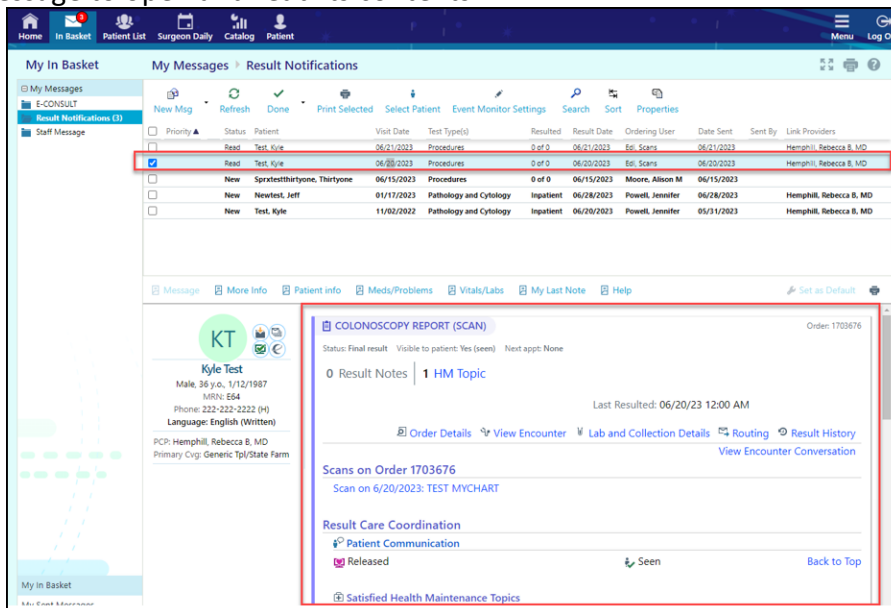
In Basket is a quick and easy way to communicate with your colleagues. From here, you can view and sort messages, search for messages based on a number of criteria, and respond to your messages.

Select the **In Basket** tab to access your messages. Folders that group types of messages appear in the left pane. For example, you might see **CC'd Charts** or **Referral Authorization** folders. If you have new messages, the folder title appears in bold, and the number of new messages appears in parentheses next to the folder name. If you have a new high-priority message, the folder appears with a red arrow.



View a Message

1. Select the folder for the type of message you want (for example, **Result Notifications**).
2. Select a message to read its contents.
3. Double click a message to open and read its contents.



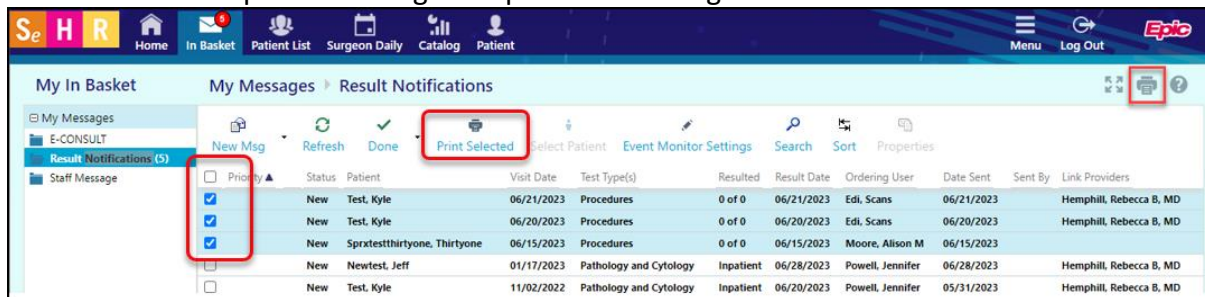
Search for a Message

1. Click  **Search**.
2. Enter as many search criteria as you want and click  **Search**. You can search by patient, message type, status, recipient, priority, date, or any combination of these.
3. To return to your normal In Basket view, click **My In Basket**.

Print multiple messages at once

If you are working with a paper system, you can print multiple In Basket messages to keep on file. Note that you can print multiple messages at once only for certain message types.

1. Select the folder containing the messages that you want to print and click in the boxes of the messages you want to print.
2. Click  **Print Selected**.
3. Select the correct printer settings and print the messages.

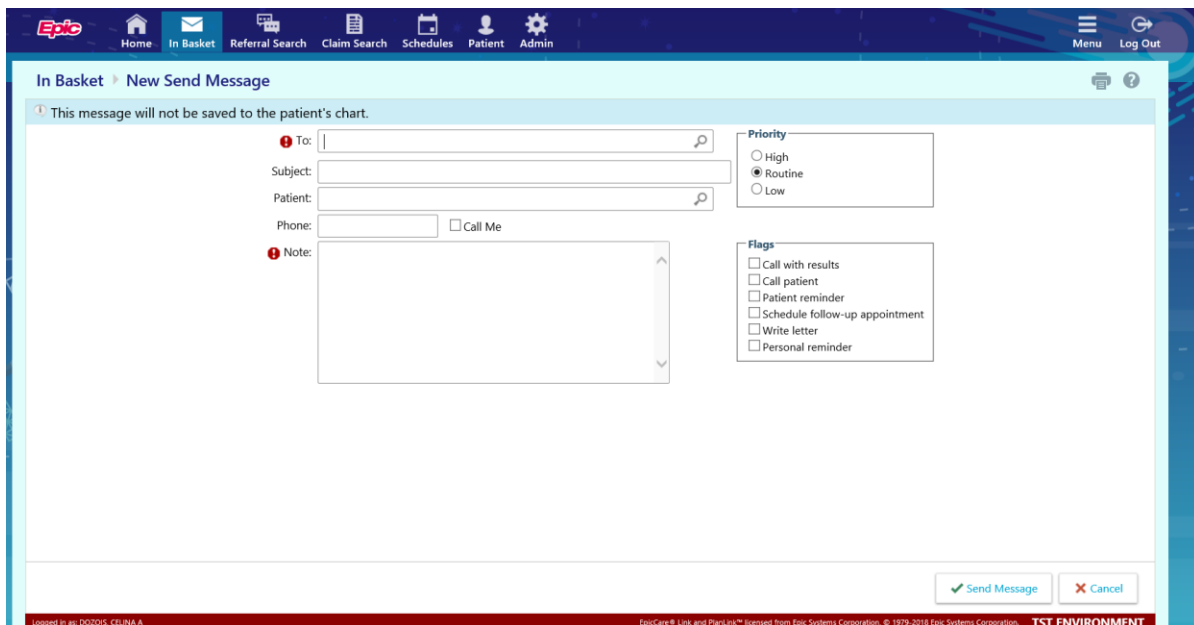


In Basket - Sending Messages

In Basket is a communication hub where you can send and receive secure messages similar to email. Messages are sent to individual recipients or to a number of recipients grouped in a class or a pool. You can also associate a patient with the message using the **Patient** field on the message form so that the recipient can refer to the patient's chart.

Send an In Basket message

1. Select the **In Basket** tab, click the arrow next to  **New Msg**, and select the type of message you want to send.
2. In the **To** field, completion match on the name of the person or group to whom you would like to send your message. To see a list of all possible recipients, click .
3. Enter a brief subject in the **Subject** or **Summary** field.
4. If you are sending a message regarding a patient, either click **Use <patient name>** to pull in the patient's name, or search for a different patient. This attaches the patient's name to the message.
5. Complete any other required fields.
6. Enter your message in the **Note** field.
7. When you are finished, click  **Send Message**.



Reply to or Forward a Message

Click a message to select it.

- To reply to a message, click  **Reply**.
- To forward a message, click  **Forward**.

Note: Reply and Forward options might not be available depending on the message you've received.

View Sent Messages

1. Select the **In Basket** tab and click **My Sent Basket**.
2. Select a message type and then select a particular message to view it.
3. To return to your In Basket, click **My In Basket**.

