Follow- Up Order

Follow-up orders must be placed in the system properly, NOT simply written on the Encounter Form or written in the note. When you place the follow-up order, a task will be generated for the front desk to schedule the appointment.

How to properly order a follow-up appointment:

1. From the Clinical Toolbar, click on the beaker icon or Follow Up/Referral choice.

 Imaging
 Imaging

 Follow Up/Referral

 Instructions

 Immunizations

 Supplies

2. The Add Clinical Item box appears, where you can type "Follow" in the search field or choose the best choice from the list of Favorite items.

History Builder Ex/Orders		
	Rx Lab/Procedures Imaging FURef Instructions Immun Supplies Med Admin	
Active Proble	follow 🖌 🖓 My Favorites 🔍 🗣 🗖 Record w/o Ordering 🛄 🗮	
Chronic		
🗷 🗖 Crohn's Disease 555.9	To Be Done: 130ct2011 C Schedule None	
Hypertension 401.9		
	1 day 5 days	11
	1 month 5 months	* [1]
	🗋 1 week 🔲 5 weeks	ALM
	🗋 1 year 🔲 6 months	AM
Current Meds/Orders 💌 🍟	1-2 months 6 weeks	BN
	1-2 weeks 7-10 days	P
⁶ [°] r _o Aspir-81 81 MG Oral Tablet Delayed R	2 days ASAP	CO
E Atenolol 25 MG Oral Tablet; Take 1 tab E ⁹ r _c A Cortizone-10 Plus 1 % External Cre	2 months D Flu Clinic	DIP
Professa S00 MG Oral Capsule External Cre	2 weeks Follow up with Lab 3 days Follow-up	P.P.
		EQ
	3 months Follow-up Already Scheduled	
	3 weeks INR visit 3.4 weeks PRN	FR
		GIS
	3-5 days Procedure Clinic	
	3-5 months Utrasound Appointment 4 days	HT
Al 🖌 🗒	4 days 4 months	IU
		R.C.
Penicilins	4 weeks 4-6 months	JV
Non-medication	□ 4-6 months □ 4-6 weeks	RR
Pear		KW

3. If the "Order Details" box pops up, make sure the follow-up appointment is linked to a diagnosis.

4. "Save and Return" or "Save and Close" and hit the yellow "Commit" button. The Follow Up will automatically be placed in the Plan section of your note.