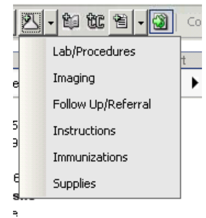
Follow- Up Order

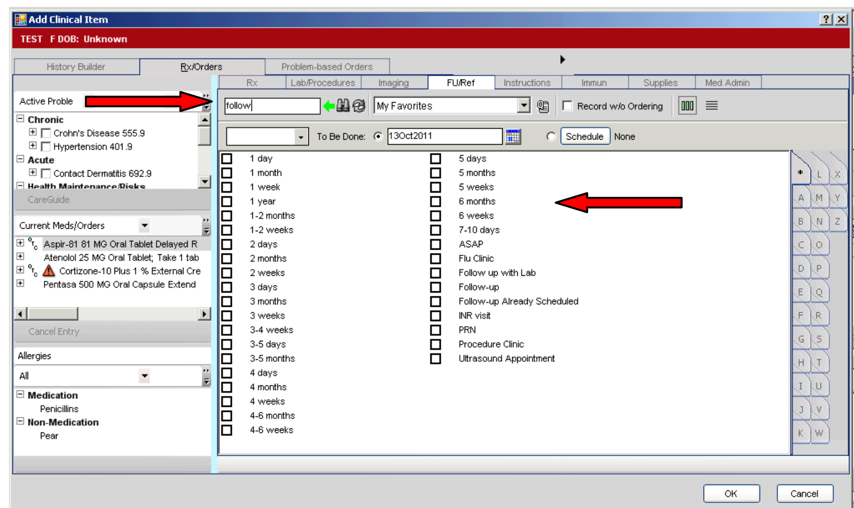
Follow-up orders must be placed in the system properly, NOT simply written on the Encounter Form or written in the note. When you place the follow-up order, a task will be generated for the front desk to schedule the appointment.

How to properly order a follow-up appointment:

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



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.



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.