



# Tips & Tricks Weekly



## Internal Diabetic Eye Exam Referrals

**Did you know, you can now refer a patient to ETSU Ophthalmology for a diabetic eye exam by placing an order in Allscripts rather than calling and faxing records?**

The following workflow is for referring a patient to ETSU Ophthalmology for a diabetic eye exam. By following this workflow, the referral will NOT show up on the referring offices worklist but WILL show on Ophthalmology/Surgery's worklist. This provides the offices and patient a more streamlined referral process, with less back and forth phone calls to the patient.

1. Go to the FU/Ref tab and search for "diabetic"
2. Click on the order named, "Diabetic Eye Exam (Pt to see ETSU Ophthalmology)"

The screenshot shows the Allscripts interface. At the top, there are tabs for 'History Builder' and 'Orders'. Below that, there are several sub-tabs: 'Problem-Based', 'Rx', 'Med Admin', 'Immun', 'Lab', 'Rad', 'Procs', 'Findings', and 'FU/Ref'. The 'FU/Ref' tab is highlighted with a red '1'. Below the tabs, there is a search bar with 'diabetic' entered. To the right of the search bar, there are buttons for 'My Favorites' and 'OFF'. Below the search bar, there are three checkboxes: 'Diabetic ( Dilated ) Eye Exam Referral', 'Diabetic Education Follow up', and 'Diabetic Eye Exam (Pt to see ETSU Ophthalmology)'. The third checkbox is highlighted with a red '2'.

3. Add the diagnosis code in the "For" field
4. Place order under Dr. Brent Aebi's name (ordered by, supervised, and managed by fields)

The screenshot shows the order form. At the top, there is a patient information bar: 'TEST, Monaco 03-Mar-1979 (43y) F (Female)'. Below that, there is a section for 'Diabetic Eye Exam (Pt to see ETSU Ophthalmology)'. There is a 'For' field with a dropdown menu showing '[0]'. Below that, there is a 'To Be Done' field with the date '06Jul2022' and a 'Recipient' field. Below that, there is a 'Questions' tab highlighted with a red '5'.

5. Click on the Questions tab and complete the required questions
6. Click Save and Close ACL, Commit and Save and Continue

The screenshot shows the 'Questions' tab. There is a 'Referral Auth Number' field highlighted with a red '6'. Below that, there is a dropdown menu with the text 'This referral must be placed under Dr. Aebi. Is Dr. Aebi's name in the Ordered, Supervised, and Managed by fields for this order?'. Below that, there is a 'Perform' field. Below that, there is a 'Method' dropdown menu with 'Record' selected. Below that, there is a 'Priority' dropdown menu with 'Routine' selected. Below that, there is an 'Ordered By' field with 'Aebi, Brent' selected, highlighted with a red '4'. Below that, there is a 'Supervised By' field with 'Aebi, Brent' selected. Below that, there is a 'Managed By' field with 'Aebi, Brent' selected.

After you Commit and Save and Continue the order, the referral request goes directly to ETSU Ophthalmology's Referral Worklist. There is no need to fax records, as everything will already be in Allscripts. Ophthalmology will contact the patient with the appointment information. Once the patient is seen by ophthalmology, the note will show in Allscripts unless it contains confidential information.

If you need assistance with this please call the HelpDesk @ 423-282-6122

**Remember, never remove tasks!**