



Tips & Tricks Weekly



Internal Psychiatry Referrals

Did you know, you can now refer a patient to ETSU Psychiatry by placing an order in Allscripts rather than calling and faxing records?

The following workflow is for referring a patient to ETSU Psychiatry. By following this workflow, the referral will NOT show up on the referring offices worklist but WILL show on Psychiatry’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 “psy”
2. Click on the order named, “Psychiatry Referral (Pt to see ETSU Psychiatry)”

3. Add the diagnosis code in the “For” field
4. Place order under Dr. Clinton Musil’s name (ordered by, supervised, and managed by fields)

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

The screenshot shows the Allscripts interface for placing an order. The 'FU/Ref' tab is selected (1). The search results show the order 'Psychiatry Referral (Pt to see ETSU Psychiatry)' (2). The 'For' field contains a diagnosis code (3). The 'Ordered By', 'Supervised By', and 'Managed By' fields are all set to 'Musil, Clinton' (4). The 'Questions' tab is selected (5). The right side of the form contains several questions to be answered (6).

After you Commit and Save and Continue the order, the referral request goes directly to ETSU Psychiatry’s Referral Worklist. There is no need to fax records, as everything will already be in Allscripts. Psychiatry will contact the patient with the appointment information. Once the patient is seen by psychiatry, 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!