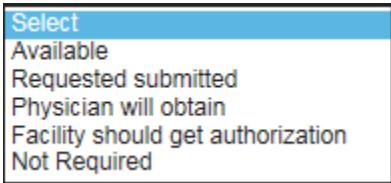


Physician Office Place Orders Process:

1. Login to <https://ordersmart.passporthealth.com>
2. Search for the patient in top left general search
2. If not found, click add patient
3. Complete demographic screen, SAVE
4. Click Place Order button
 - Select Physician
 - Select Facility
 - Select Priority
 - Reason for exam (optional)
 - Order instructions (optional)
 - Enter Diagnosis code or verbiage to search
 - Enter Procedure code or verbiage to search
 - Clicking on Diagnosis or Procedure actual "word" will bring up pre-built worksheets
 - If the patient has Medicare the Medical Necessity link will be enables in red to the right in the first column.
 - Please click it to ensure your patients order passes Medical Necessity to avoid in delays with the Order at the Facility.
 - SAVE AS DRAFT before you can upload documents
 - If there is clinical data to attach, click on the attachment button and it will allow you to upload documents
 - Enter Scheduling details
 - Scheduled= enter DOS already scheduled and time
 - To be scheduled=complete details on screen
 - Patient will call you
 - Call Patient
 - Anticipated DOS
 - Enter Authorization Information and complete the details. If Facility should get authorization, a minimum of 48 business hrs advance notice is required.
 - 
 - Select Send to Facility or Send to Physician
 - If the physician did not delegate in his login, you will have to chose "Send to Physician"
 - Chose to print Requisition or not
5. The Order will then go to Facility or into the physician Que for approval
 - Once the Order is approved (signed) it can NOT be edited