

Research: Release of Orders

Date: 7/10/2015

After a subject is checked in for their appointment through an HOV, in Epic their orders can be released and acted upon. The subject must be checked in prior to releasing orders so the charges are directed to the correct account.

How to Release Orders

1. Log into Epic Hyperspace. Your first screen will show a Dashboard.
2. Select **Patient Station** from the Hyperspace Toolbar.
3. Enter in patient identifiers (Name, DOB, SSN, Sex) and click **Find Patient**.
4. Highlight the patient name and click **Accept**. This will open that subjects Patient Station.
5. Highlight the HOV they were just checked in for by selecting it. (Status will be Conf HOV)
6. Select **Open Chart**.

Encounter	Status	Date	Time	Location	Provider	Pt C	Reason
Appointment	Pend HOV	07/16/2015		BWH CCI CTC PBB A4			Outp HOV

All encounters loaded.

View Only Update **Open Chart** Charge Entry Event Mgt Print Forms Admit to IP Enc Summary

7. You will enter the Hospital Encounter (HOV) and see Toolbar at top of screen:

7/16/2015 visit for Hospital Encounter

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8. See Open Orders and Click to open
9. To release orders select the orders that are being acted upon and select

Order Review - Open Orders

Refresh Views Filter Discontinue **Release**

Sta	Status	Order	Remaining	Expected	Expires
	Future	CBC and differential	1/1	04/23/2015	4/23/2016 23:59
	Future	Basic metabolic panel	1/1	04/23/2015	4/23/2016 23:59
	Future	BUN/Creatinine	1/1	04/23/2015	4/23/2016 23:59

10. Orders are now released and a label will automatically print.

Note: Once orders are released you CANNOT unrelease them.