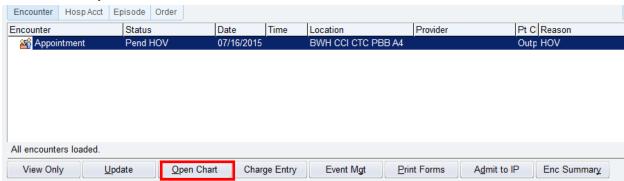# Research: Release of Orders

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.
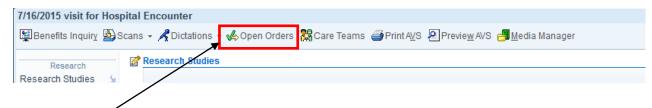
How to Release Orders

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. Hightlight the HOV they were just checked in for by selecting it. (Status will be Conf HOV)
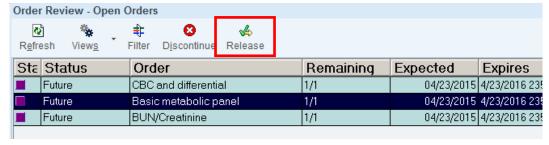6. Select **Open Chart.**

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

8. See Open Orders and Click to open

9. To release orders select the orders that are being acted upon and select

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

Note: Once orders are released you CANNOT unrelease them.