

Work Queue - Associating Orders

Last Modified on 06/26/2023 1:15 pm EDT



Work Queue - Associating

How to associate orders within the Order Work Queue in Merge to an actual patient or MRN.

1. In Merge, click on the "Work Queue" tab



2. See "Unresolved Patient Icon"



3. Double click on patient to work

4. Order Details screen will open

A screenshot of the 'Order Details' screen. At the top, it shows contact information: 'H: (301) 570-4407' and 'W:'. The order date is 'ORDERED: 07/03/2019'. The patient name is redacted. The referring physician is 'AMPEY, AMY'. The status is 'Ordered', exam priority is 'Routine', and the schedule date is '07/03/2019' at '2:00pm'. Below this, there are sections for 'Requested Orders' and 'Exam Code and Description', both showing '1 SP US PELVIC COMPLETE'. There are 'ADD' and 'REPLACE' buttons. A 'Comments' section has fields for 'Comment Date' (07/03/2019), 'Category', 'Priority', and 'Internal'. At the bottom, there are buttons for 'SCHEDULE', 'COMPLETE', 'CANCEL', 'PRINT', and 'PATIENT FILE'.

5. Click on arrow next to "Unresolved Patient Icon"



6. The "Schedule: Patient Search" screen will appear
- Review to select correct MRN or create a New Patient

Schedule: Patient Search

Patient Name Search Patients All
 Patient Jacket: PMIS: 0100144147
 Additional Details: 43803 BENT CREEK TERR, LEESBURG, Virginia 20176
 H: 7034430409 W:
 DOB: 06/24/1942

Additional Search Criteria My Locations
 DOB
 Home Phone No

Search Results

Patient Name	DOB	Phone Num.	SSN	PMIS	Collections
[REDACTED]	06/24/1942	(703) 443-0409		0100144147	

Visit Info

Status	Date	Jacket No.	Exam	Description	Loc.	Ref. Phys.
Ordered	06/27/2019 2:21 PM		MSC2	MRI SPINE CERVICAL WITHOUT CONTRAST	FFXMRI	BELOTE, ROBERT
CheckOut	06/21/2019 3:00 PM	052514	SHLD	XRAY SHOULDER	STERL	BELOTE, ROBERT KEITH
CheckOut	01/24/2019 1:40 PM	052514	3D M ASP	MAMMO 3D SCREENING WITH PRIORS	STERL	THOMPSON, JENNIFER L
Cancel	01/15/2019	052514	3D M ASP	MAMMO 3D SCREENING	STERI	THOMPSON

7. Click "Complete"

On the Order Details screen:

8. Update Referring Physician by Clicking on the arrow next to the physician's name
 - Review and select correct physician

Referring Physician *

9. Fill in the reason for the exam

- Screening Mammogram - Reason: Routine
- All other exam types - Reason: Located on the electronic order

Reason

10. Update the Location to "All Locations"

Location

11. Status should remain "Ordered"

Status

12. Exam Priority should remain "Routine"

Exam Priority

13. Assign to should be updated to "Electronic Order" or "Athena" depending on where the order is held. Manually created orders (emailed or faxed) should be assigned to the applicable Center Director's name.

Assign To 

14. Click "Complete"

Updated: 06/26/2023
