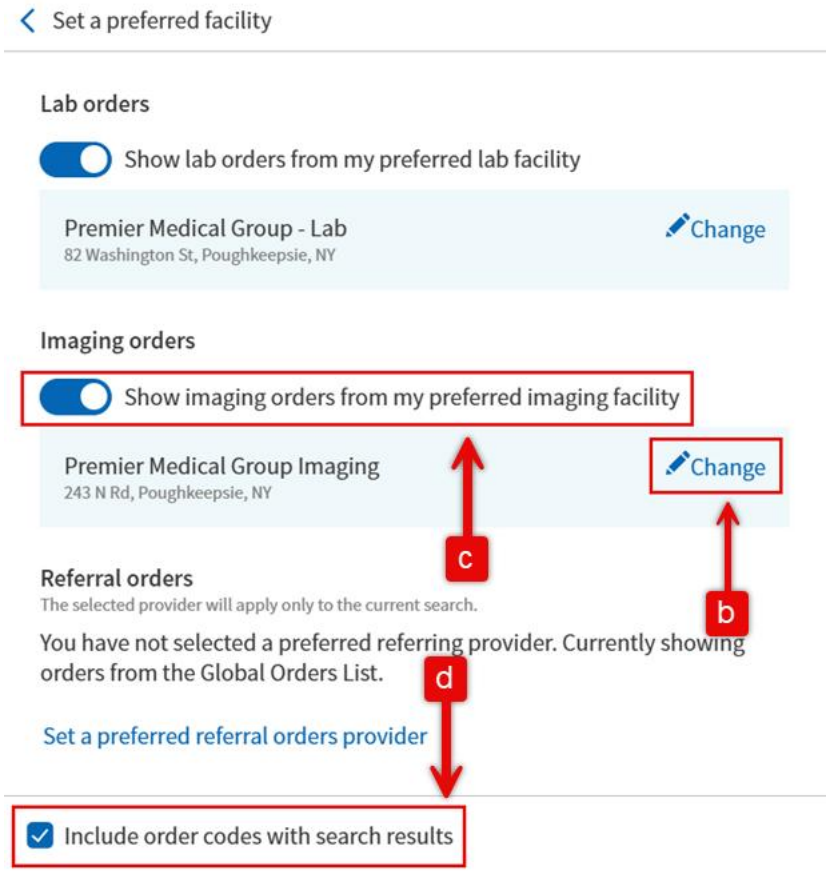
Ordering Imaging in Athena

Placing orders in Athena can be done at any time from within the patient's chart by clicking **Create Order Group**. Orders can also be placed in encounters, during either the **Intake** or the **Assessment & Plan (A/P)** section of the Exam.

1. Click **DIAGNOSES & ORDERS**. This will display a window where you can search for diagnoses, orders, educational information, and more. **Always enter your diagnosis first, as this will impact which orders Athena presents to you when you search for them.** Athena will also begin to learn which orders you typically place with each diagnosis code over time. By default, orders are placed with the Preferred imaging facility in the patient's chart, if there is one. Front Desk staff should be updating this field for patients at check-in; clinical staff can also update it during Intake.
   a. Beneath the search box, a message indicates which facility's orders will be displayed in your search results. Depending on the order you're trying to place, you may need to click **Edit Preferences** to change the facility. This allows you to search for and select orders from other imaging facilities. This is an important step in ensuring the order goes to the correct facility.





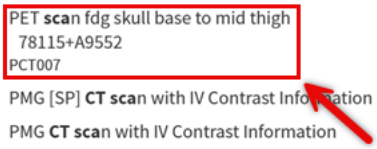
About Ordering Facilities

If an order is placed with the wrong imaging facility, the results will come back into Athena as a miscellaneous study and will not land in the patient's chart correctly, frequently appearing as a microalbumin or a carotid ultrasound. To prevent this, the radiology department will have to cancel and reorder the test, and the ordering provider will receive the new order in their ***Orders/RXs/Auths*** *inbox for acknowledgement. If not acknowledged quickly, the patient may be delayed completing the test or forced to reschedule.*

b. When you click Edit Preferences, you can click **Change** to search for a specific imaging facility. This will change which orders appear in your search results to match the new facility. Note that imaging ordered with Premier must always be sent to **Premier Medical Group Imaging** (as shown in the image to the left). Radiology locations such as Radiology - Eastdale Ave North and Radiology – North Road should never be selected, or the orders will not be sent out.

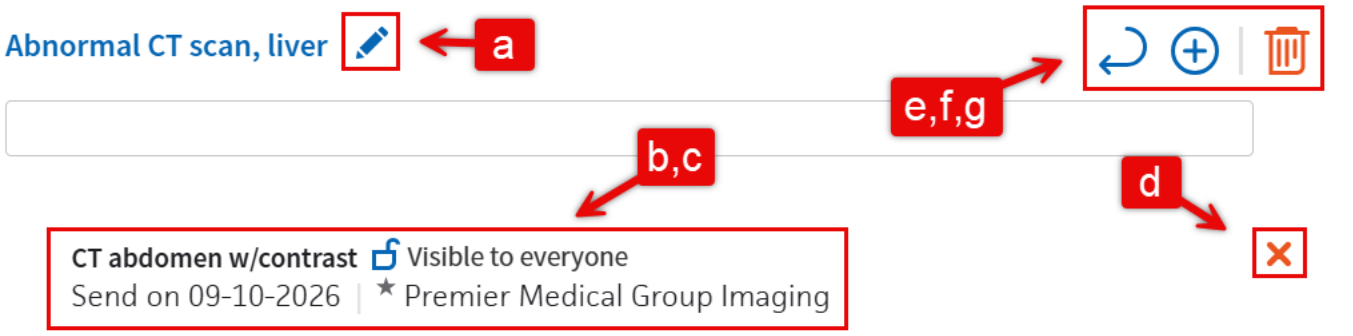
c. You also should not turn off **Show imaging orders from my preferred imaging facility**. Turning it off will present orders that are not coded or interfaced correctly and will not go out. You would then have to specify within each order which imaging facility you want the order to go to, creating the possibility of sending an imaging order to the wrong facility. It will also require you to answer an additional dropdown to select a more specific order code for the facility you chose.

d. At the bottom of the Edit Preferences window, you will also see the option to **Include order codes with search results**; this is a good setting to have turned on as it will help distinguish orders in your search results.



2. Once you've selected your imaging facility, search for and add your diagnoses and orders. Diagnoses are displayed on the left side of the window, while orders are displayed on the right. Remember to add your diagnosis first.
   - **a.** Orders can be added from **Order Sets** by clicking them, or by clicking **Preview** to view all orders within the set so you can add the specific orders you want. Order sets are a sure way to send out orders correctly, as they are hardcoded and interfaced appropriately for their respective imaging facilities. This means that if you use an order set built for Premier you will not be able to change the imaging facility, and it will not interface correctly if you attempt to send it to an outside facility.
   - **b.** **Point of Care Tests** are those you will be performing in office rather than sending out.

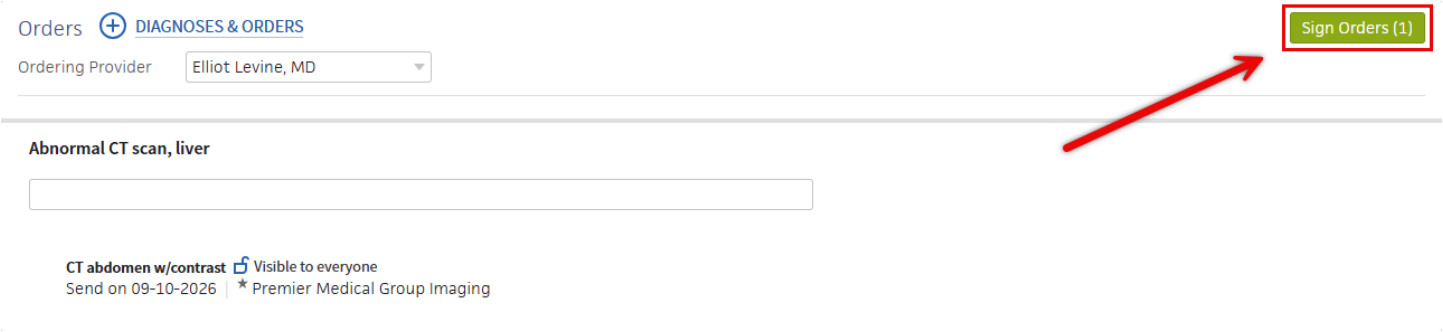
3. After adding your orders and diagnoses, click out of the search window to return to the order group. From here, you can:
   - **a.** Edit any diagnosis code by clicking the pencil icon to its right.
   - **b.** Edit order details by clicking on the order itself.
   - **c.** Click and drag orders from one diagnosis code to another.
   - **d.** Remove an order by clicking the red X to its right.
   - **e.** Add a diagnosis code from the order group to the patient's problem list by clicking the curved arrow to its right.
   - **f.** Add orders to a diagnosis code by clicking the plus + icon to its right.
   - **g.** Remove a diagnosis code by clicking the red trash can to its right. <u>This will also remove all orders associated with the diagnosis code</u>.



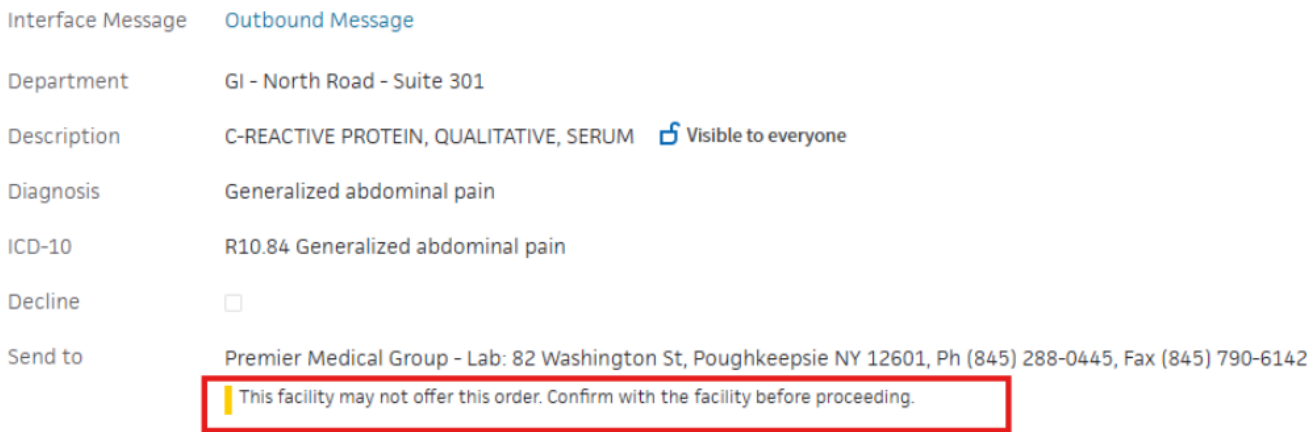
4. When you click an order title, it will open the order details. Here you can:
   - **a.** Set the alarm; this will drop the order into your **Need Followup** inbox on the Home Page if no results have come back after the timeframe you've set. You can set it to **No Alarm** if you don't want it to alert you.
   - **b.** View the Receiver (the imaging facility the order is being sent to). This will not be editable if you selected a specific imaging facility when placing your orders, or if you placed your orders through most order sets. If you turned off **Show imaging orders from my preferred imaging facility**, the imaging facility may be editable.



5. After selecting and addressing all your orders, click **Sign Orders** to complete the process. If Sign Orders is not green, it indicates either that there are orders with no diagnosis code, or orders with details that need to be filled out before they can be signed.

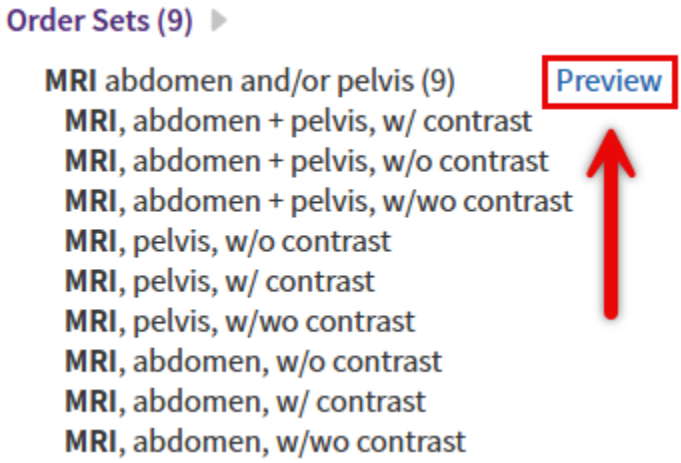


Note that when viewing a signed order, Athena may display an alert that the order may not be offered by the facility it was ordered with, as shown below. If you see this warning, the order <u>has not</u> gone out to the facility selected. You must re-order the test with the correct imaging facility and delete this order group.



Imaging Order Sets

Order sets are currently being created for imaging orders we do not perform at Premier. These Order Sets are coded to use the correct CPT codes and account for each version of the order. For example, the Order Set **MRI abdomen and/or pelvis** contains 9 variations of this order, allowing you to click Preview and check off whichever one you need. When selected from these Order Sets, the Receiver (the facility the order is being sent to) will automatically be set to the patient's Preferred Imaging facility if there is one in the chart. If there is no Preferred Imaging facility in the patient's chart, it will default to Premier, and you will need to change it within the order to specify where you intend to send it. You can also change the imaging facility before selecting the order to fill in the Receiver. If you have any other imaging orders you would like us to create an Order Set like this for, let us know and we can add them.



Deleting Order Groups

If you decide to cancel your orders before you have signed them, you must delete the order group. If you remove all diagnoses and orders from the order group but do not delete it, it will remain active and empty in the patient's chart and in your inbox. To delete the order group, simply click **Delete Order Group** at the bottom of the screen; you do not need to remove the diagnoses or orders individually.

