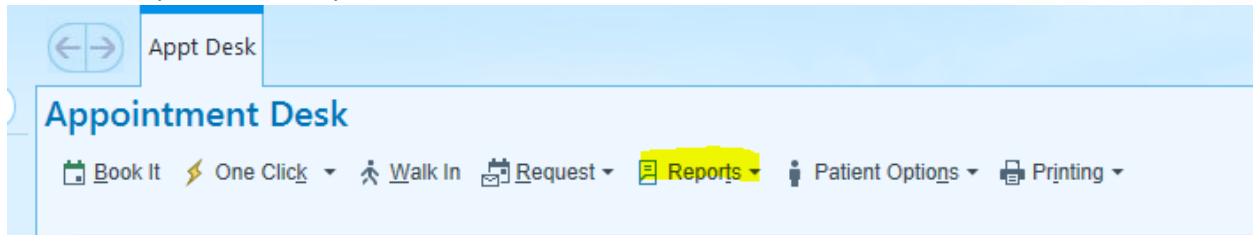


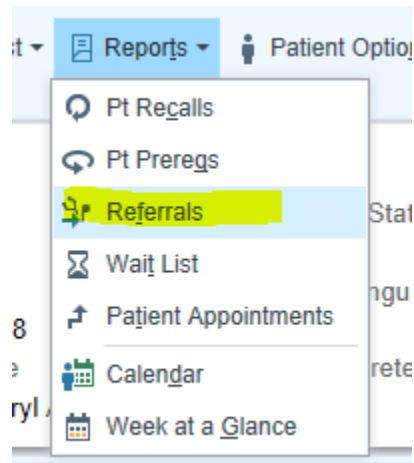
Creating a Referral

In EPIC under Appts tab look up the patient via MRN or Name and DOB.

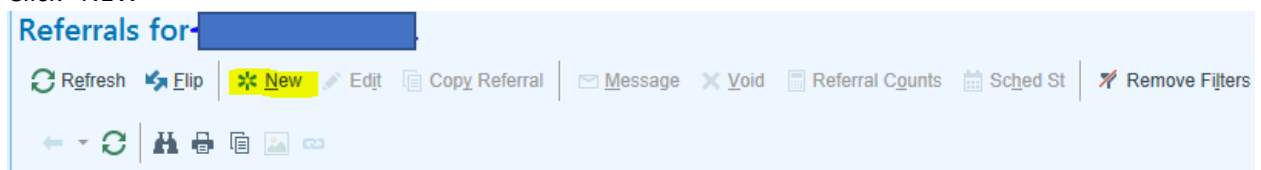
Click the drop down on “Report”



Select “Referrals”



Click “NEW”



Now you are ready to start the referral! Please see next page....

Step #1: GENERAL

General

Referral #

1801478

Type

Priority

Routine

Class

Referral Reasons

Referral Status

Status

New Request

Will auto-update on Accept

Reason

Auth

Auto Assign

Dates

Referred On

8/24/2023

Close

Previous

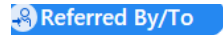


Next

Highlight








- "Type" – enter '3' "Consultation (Initial/Follow-up)"
- "Class" – enter '2' "Incoming"
- "Status" – enter #1 "Authorized" unless this patient has an HMO, in which case Hoag Epic will automatically create its own Auto Authorization (**PLEASE keep in mind we do not take Cal-Optima at all**)
- "Reason" – enter #3 for "Covered Benefit" for all PPO patient's


STEP #2: REFERRED BY/TO









Click the Referred By/To button








 ☐ Override referred by and to restrictions  

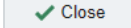
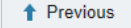
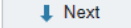
Referred By

Location/POS   Department   Provider & Address   

Referred To  Clear

Vendor   POS Type   Location/POS   Department Specialty  

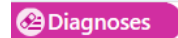




Department   Provider Specialty   Provider & Address   




  


Highlight Sections:

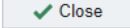
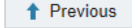
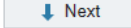
- Provider's information should auto populate once Physician's Name is entered
- "POS Type" – enter #22 "On Campus - Outpatient Hospital" – once this is entered the red exclamation points for Location and Department specialty, department, provider specialty and provider address should disappear.
- "Department" – type Genetics our different locations should pop up ****Please choose a location so the referral hits our work queue, this is a super important step to include******
*****Please note that our Huntington Beach location does not appear on the location's options, for this please add "Genetics" under Provider Specialty and e-mail hereditarycancer@hoag.org**
- "Provider Specialty" – type Genetics unless already auto populated

STEP #:3 DIAGNOSIS

  Diagnosis  Free Text  

 No free text diagnoses

- Please enter all related ICD-10 codes for patient

STEP #4: SERVICES

Click on Services button


Services + Service + Free Text ↑ ↓

Service	Modifiers	Requested	Approved
Edit			
Procedure <input type="text" value="96040"/>	Revenue Code <input type="text" value=""/>	Modifiers <input type="text" value=""/> + Add	Requested Total <input type="text" value="1"/>
Approved Total <input type="text" value="1"/>			
+ New ✓ Confirm ✗ Discard Changes			

- "Procedure" – enter 96040 that is the **ONLY** CPT Code we use for Genetics
- "Requested Total" – change request from 1 to 2 so that it covers the entire 1-hour appointment.

STEP #5: COMMUNICATIONS:

Communications + Note + Communication + Notification ↑ ↓



No records available

✓ Close
↑ Previous
↓ Next

- **IF** there is anything you would like to let us know about or information you feel is necessary please add a Note or Notification.

THANK YOU