Creating a New Chart and Entering a Referral Order(s) in EpicCare Link

<table>
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<th>Purpose</th>
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<td>To guide end users on creating a new chart and entering a referral order using EpicCare Link.</td>
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Creating a New Chart

1. Select **Place Order**

2. Search EpicCare Link to confirm if the patient is an existing St. Jude patient.
   a. Select **Search All Patients**.
   b. The Name, Sex, and Birth Date are all required fields. Enter last name, first name; gender and Birth Date.

3. If the patient is not found in the St. Jude system, the message will appear.
   a. Select **Create a New Chart**.
b. Complete the required fields.

![Create Patient Chart](image)

- Name
- Sex
- SSN
- Birth Date
- Address
- City (or ZIP)
- State
- ZIP
- Country
- County
- Home Phone
- Email Address
- Medicare Beneficiary Identifier
- Work Phone
- Employer
- Member ID
- Contact Name

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Once the chart is created, orders can be placed.

**Entering a Referral Order**

1. Select the orders **Preference List**.

   ![Preference List](image)

   - The Preference List contains all available referral orders.

2. Select the appropriate referral order, then click **Accept**.
   - To select multiple orders, check the boxes in front of the order.
   - The selected orders are listed.
   - Select **Accept Orders**.
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3. An icon will display next to an order if it is missing required order details.
4. Select the pencil to edit each order and complete required details.

5. Complete the required fields, then select **Accept**.
   a. Files can be attached to include supporting documentation for review.

**NOTE:** Incoming referral orders will be routed to the appropriate clinical pool (including Physician/Patient Referral Office staff) for review and follow-up as necessary for triage, decision, and transfer arrangements.
6. Select **Pend Orders** to enter additional orders from the Preference List or **Sign Orders**.