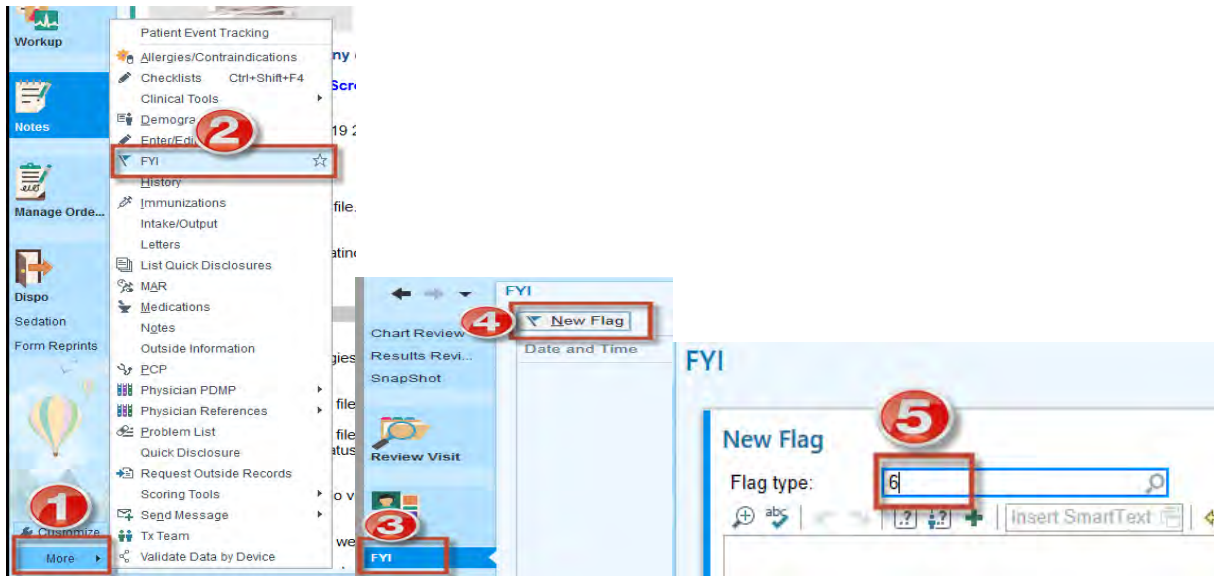


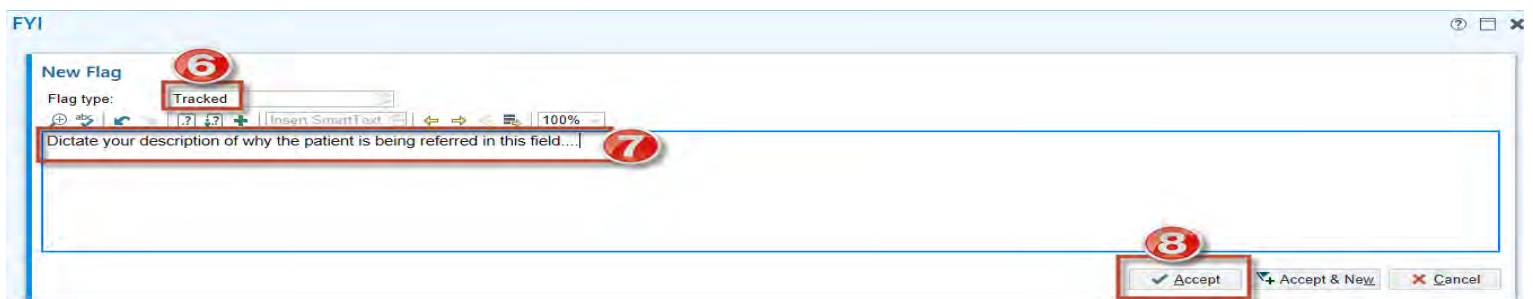
Vasek Polak Clinic Referral Order- CLT ED Providers

If you don't have the FYI tab available:

1. Click the MORE button
2. Select FYI and click the star to turn yellow
 - ✓ The FYI tab will now stick to the left side of the screen
3. Click the FYI tab
4. Click the NEW FLAG button
5. Enter "6" in the Flag Type search field, then click the Enter key



6. Make sure "TRACKED" is visible in the Flag Type search field
7. Dictate your description of why the patient is being referred in the document field
8. Click ACCEPT

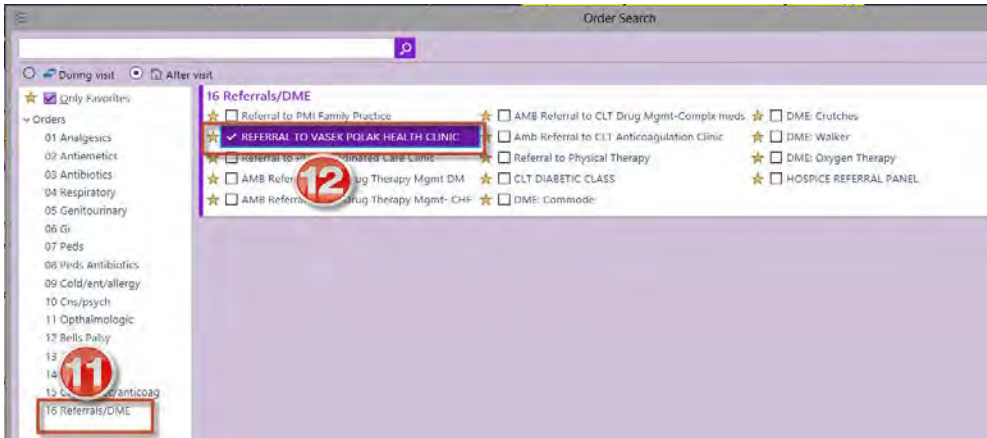


Enter the Referral Order

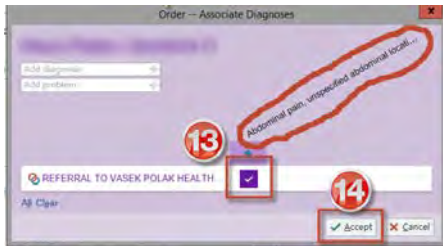
9. Click the DISPO activity tab
10. Click the NEW ORDER hyperlink within the ED ORDERS & Rx section and go to your Preference List (green plus button within the orders sidebar)



11. Select #16 (Referral/DME)
12. Select REFERRAL TO VASEK POLAK HEALTH CLINIC

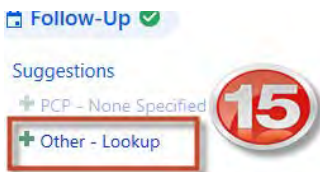


13. Associate the order to the diagnosis by checking the box
14. Click ACCEPT

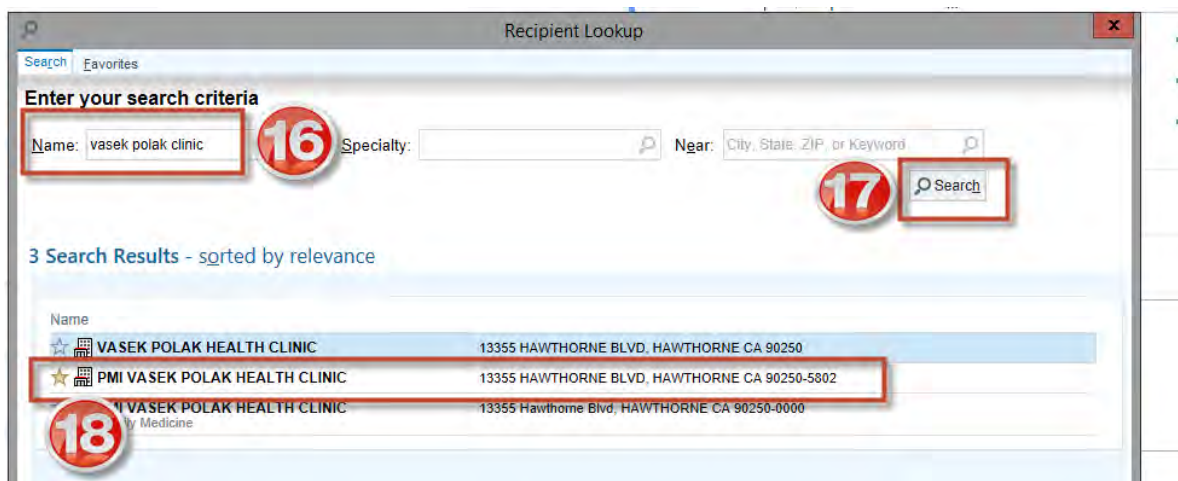


Enter the Follow Up to the AVS

15. Select the OTHER - LOOKUP hyperlink within the Follow-Up section

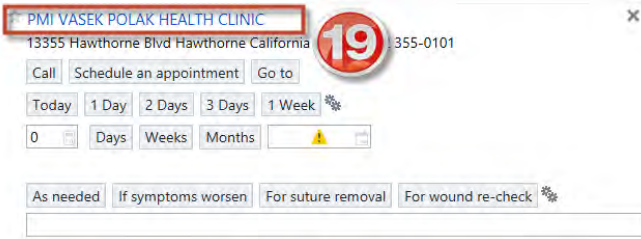


16. Enter "Vasek Polak Clinic" within the Name search field
17. Click SEARCH
18. Select PMI Vasek Polak Health Clinic



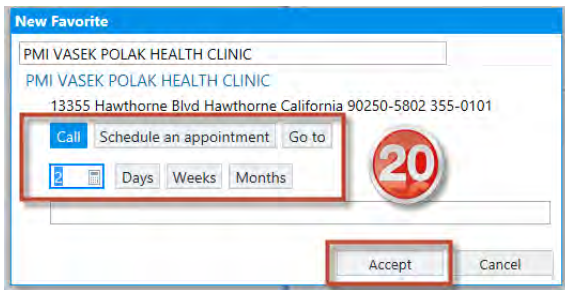
Creating Follow-Up FAVORITES

19. Click the star next to PMI VASEK POLAK HEALTH CLINIC (star should turn yellow)



The screenshot shows a form for creating a follow-up. At the top, a red box highlights the text "PMI VASEK POLAK HEALTH CLINIC". Below this, the address "13355 Hawthorne Blvd Hawthorne California 90250-5802 355-0101" is displayed. A red circle with the number "19" is positioned to the right of the address. The form includes several buttons: "Call", "Schedule an appointment", and "Go to". Below these are frequency options: "Today", "1 Day", "2 Days", "3 Days", and "1 Week". A dropdown menu is set to "0" with options for "Days", "Weeks", and "Months". At the bottom, there are checkboxes for "As needed", "If symptoms worsen", "For suture removal", and "For wound re-check".

20. Enter your details for the follow up and click ACCEPT



The screenshot shows a "New Favorite" dialog box. The text "PMI VASEK POLAK HEALTH CLINIC" is entered in the search field. Below the search field, the address "13355 Hawthorne Blvd Hawthorne California 90250-5802 355-0101" is shown. A red box highlights the "Call", "Schedule an appointment", and "Go to" buttons, along with the frequency dropdown menu. A red circle with the number "20" is positioned to the right of the buttons. At the bottom of the dialog box, the "Accept" button is highlighted with a red box, and the "Cancel" button is also visible.

Once you FAVORITE a follow up, it will stick within the Follow-Up section for easy access.



The screenshot shows the "Follow-Up" section of a user interface. The section is titled "Follow-Up" with a green checkmark icon. Below the title, there are several suggestions listed under the heading "Suggestions". The suggestions are: "PCP - Unknownpcp No", "Other - Lookup", "HARBOR-UCLA FAMILY HEALTH CENTER", "This Department", "Other - Free Text", and "Care Team". A red star with the number "1" is positioned to the left of the "PMI VASEK POLAK HEALTH CLINIC" suggestion, which is highlighted with a red box.