

Order Template for Phone Messages

Last Modified on 09/09/2021 4:12 pm EDT

Version 14.19



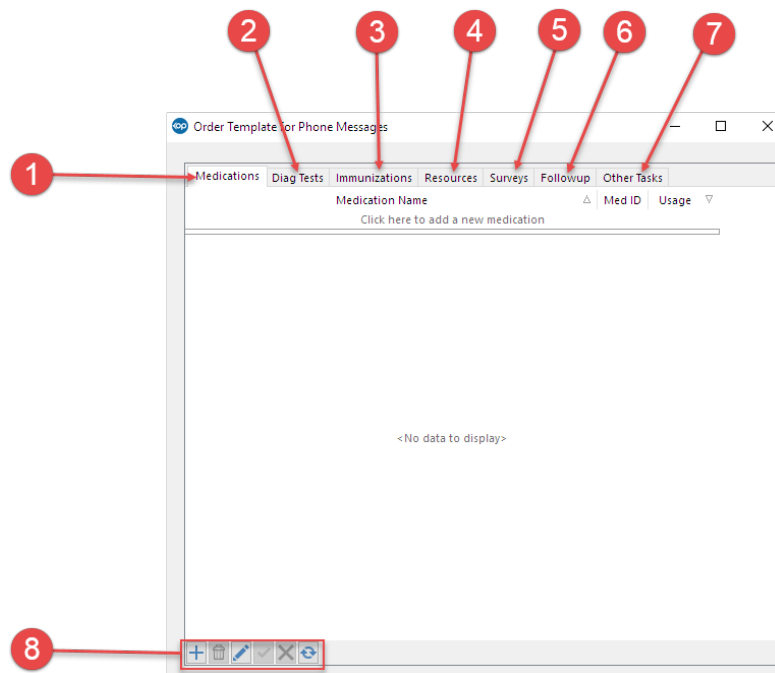
This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About Order Template for Phone Messages

Path: Main Navigation Panel > Phone, Portal, External, Need Act > New Message > select patient > Orders tab > Order Template button

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Messages > New Message > select patient > Orders tab > Order Template button

The Order Template for Phone Messages window creates a template that assigns message tasks to departments within the Practice to create special instructions, follow-up, and other tasks for medication, diagnostic tests, immunizations, resources, and surveys.



Order Template for Phone Messages Map

| Number | Section | Description |
|--------|----------------------|---|
| 1 | Medications tab | The Medications tab adds or modifies medications to the phone messages order template. |
| 2 | Diagnostic Tests tab | The Diagnostic Test tab adds or modifies diagnostic tests to the phone messages order template. |
| | Immunizations | The Immunizations tab adds or modifies immunizations to the phone messages order |

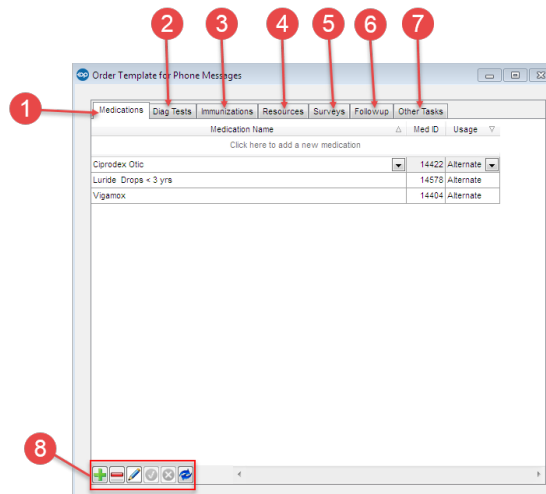
| | | |
|---|------------------|--|
| 3 | tab | template. |
| 4 | Resources tab | The Resources tab adds or modifies resources to the phone messages order template. |
| 5 | Surveys tab | The Surveys tab adds or modifies surveys to the phone messages order template. |
| 6 | Followup tab | The Followup tab creates follow-up instructions for a specific department on the designated time frame based upon the selected template or purpose. |
| 7 | Other Tasks tab | The Other Tasks tab creates other tasks for a specific department on the designated time frame based upon the selected template or purpose. The folder button opens the Phrase Construction window. The IDC-10 drop-down menu opens the diagnostic code window. The CPT ellipsis opens the Superbill: Pending Charges for Procedures window. |
| 8 | Function buttons | The function buttons allow you to add, delete, save, cancel and refresh orders. |

Version 14.10

About Order Template for Phone Messages

Path > Smart Toolbar > Phone button > + New Message button > Orders tab > Orders Template button

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| | | |
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| 6 | Followup tab | The Followup tab creates followup instructions for a specific department on the designated time frame based upon the selected template or purpose. |
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