

How to change exam order and priority status:

Feb 2020

1. Go to protocol work list or type in accession number to open protocol
2. Click “Change Order” button on the top bar
3. Type in and search for appropriate order, click Accept
4. Select different order priority
5. In the bottom right hand corner, make a brief note of who you spoke to and when
6. Remember to always check with ordering provider before changing an exam – this is professional courtesy, a learning opportunity, and shared decision making amongst clinicians. When you change an exam, it directly impacts the patient, clinical expectations, and possibly insurance coverage issues, so be sure to vet the change with the ordering team.

The screenshot shows the Epic Protocol Work List interface. The title bar reads "Production - BWH IR RADIOLOGIST - JUNZI M.D. SHI". The main header is "Protocol Work List: BWH Abdominal CT/MRI (1 DAY), Total Count: 8". A toolbar contains several icons, with the "Change Order" icon (a document with a double arrow) circled in red. A tooltip below it says "Change the selected order". Below the toolbar is a table with columns: Note, Pt, Pri, Patient, BWH MRN, Procedure, Imaging Order Panel, Mo, Accession, and Ap. The table contains several rows of exam data.

Note	Pt	Pri	Patient	BWH MRN	Procedure	Imaging Order Panel	Mo	Accession	Ap
					CT Abdomen Only (No Pelvis)		CT		
					MRI Pelvis (GI/GU)		MR		
					CT Abdomen/Pelvis	CT Chest/Abdomen/Pelvis	CT		
					MRI Prostate		MR		
					CT Abdomen/Pelvis		CT		

Team: No Attending...
PCP: Unknown, Un...
Service: None

Allergy: Ginger (Zin...)
Code: Not on file

FYI: None
Pt Reminder: None +

No MOLST
Patient Gatew...

Class: None

Change Order: CT Abdomen/Pelvis

Prov: MELNITCHOUK, NELYA [1008644]
Proc: CT Abdomen/Pelvis
Priority: Routine
Diagnosis: Peritoneal mesothelioma
CC Recipients: Nelya Melnitchouk, MD, MSc

Change reason:
Change comments:

Category Select

Search:

Title	Number
Lab Protocol Routine	13
Lab Protocol STAT	14
Lab Protocol Timed	15
Routine	6
STAT	2
Today	5
Urgent/patient waiting	22

7 categories loaded.

Accept Cancel

- SnapShot
- Chart Review
- Care Everywhere...
- Results Review
- Review Flows...
- PHS Viewer
- Care Team Pa...
- Select Encount...
- Forms
- Immunizations
- Education
- Medications

Allergy: Ginger (Zin...)
Code: Not on file

FYI: None
Pt Reminder: None +

No MOLST
Patient Gatew...

Class: None

Change Order: CT Abdomen/Pelvis

Prov: MELNITCHOUK, NELYA [1008644] Dept: BWP GENERAL GI SURG
Proc: CT Abdomen/Pelvis
Priority: Routine Class: Internal, Schedule in Epic
Diagnosis: Peritoneal mesothelioma
CC Recipients: In Basket

Change reason:
Change comments:

Prompt	Answer
Please provide any additional clinical context for this exam (additional indications, different diagnoses, other relevant history).	Mesothelioma
Is a particular imaging focus suggested (radiology may call to confirm)?	Per Radiologist discretion/standard based
Does this procedure require Anesthesia?	
Intravenous Contrast Request:	Per Radiologist discretion/standard protocol
Oral Contrast Request:	Per Radiologist discretion/standard protocol

Reason for Exam: *Colorectal cancer, surveillance

Additional indications:

Order Comments:
Document here who you spoke to at what time | .i

- SnapShot
- Chart Review
- Care Everywhere...
- Results Review
- Review Flows...
- PHS Viewer
- Care Team Pa...
- Select Encount...
- Forms
- Immunizations
- Education
- Medications
- Order Entry
- Prep for Proce...
- Change Order