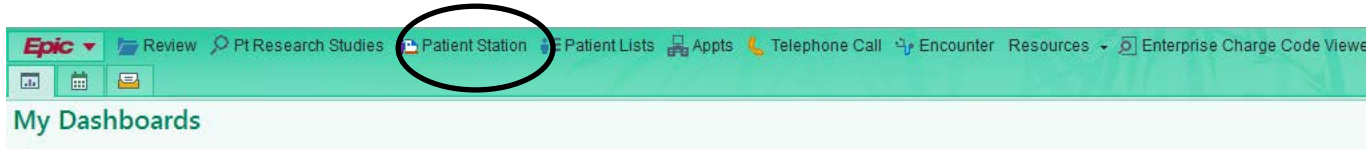


## Release of Orders

After a subject is checked in for their HOV appointment in Epic, orders can be released. Once released the orders are active. The subject must be checked in prior to releasing orders so the charges are directed to the correct account



- Select **Patient Station** in Tool Bar
- Select Correct Encounter

Encounter	Hosp Acct	Episode	Order
Appointment		Scheduled Appt	
Appointment		Conf HOV	
Appointment		Comp HOV	
Appointment		Comp HOV	
Appointment		Comp HOV	
Appointment		Completed Appt	
Appointment		Comp HOV	

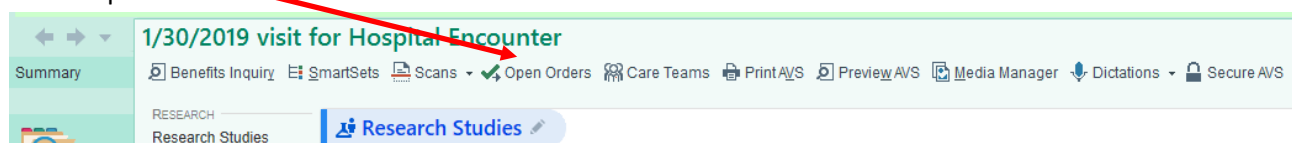
- Select Open Chart

Encounter	Hosp Acct	Episode	Order
Appointment		Scheduled Appt	
Appointment		Conf HOV	
Appointment		Comp HOV	
Appointment		Comp HOV	
Appointment		Comp HOV	
Appointment		Completed Appt	
Appointment		Comp HOV	

All encounters loaded.

View Only   Update   Open Chart   Charge Entry   E

- Select Open Orders



- Select the Order to be released, then Click the Green Release Check Mark

### Order Review - Open Orders

Refresh Views Filter Discontinue Release

Of	St	Status	Order	Procedure Cat	Resulting Ager	Rem	Priority	Of
Imaging								
1	1	Future	MRI Spectroscopy	IMG MR HEAD/...	MGH IMG INTE...	1/1	Routine	1/1
Lab								
1	1	Future	Sodium	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1
1	1	Future	Glucose	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1
1	1	Future	Glucose	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1
1	1	Future	Glucose	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1
1	1	Future	Osmolality, serum	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1
1	1	Future	Comprehensive metabolic panel	LAB BLOOD O...	MASSACHUSE...	1/1	Routine	1/1

The Order is now released. Once an order is released, you cannot unrelease them