• In the Epic “Search” field type “Orders Only” then click on Jump to Orders Only

![Image of Epic interface showing search for orders]

• Search/Select Patient

![Image of Patient Lookup interface]

• Enter ordering provider’s name. The department will default in based on your login department in Epic. Then click New

![Image of selection for test interface with provider and department details]
• In the patient’s **Chart** scroll down to the “Add Order” field. Enter **REF12703**

![Chart Review](image1.png)

• Order Search window displays select the **AMB Referral to MEE Pedi ORL REF12703** then click on Accept *(if it’s not listed under “Facility List” click on “Database” tab)*

![Order Search](image2.png)
• Complete referral order information then click on **Accept**.

• Associate Diagnosis then **Sign Order**

• **REF12703 Ambulatory Referral to MEE Pediatric Otolaryngology Newborn MGB Collaboration** will fall into the new MEE Referral Work Queue, **126344 MEE PEDI ORL NEWBORN MGB COLLABORATION REFERRALS**