



1. At any time during an open encounter, click the  button at the bottom left of the screen.

Hint: If you are not already in an open encounter for the patient, open an **Orders Only** encounter (Epic button > Patient Care > Orders Only). This allows you to enter an order without needing a progress note.

1. Search for new order. Use list below to identify the appropriate referral name.

Available MGH Ambulatory Social Work Adult Oncology Referral Options - by location

Location	Referral Name
Main Campus	<ul style="list-style-type: none"> ➤ MGH Social Work Adult Oncology – Main Campus ➤ MGH Social Work Community Resource Specialist – Main Campus <p><i>*For Community Resource Specialist Referral, please specify Patient Type: Oncology</i></p>
Waltham	➤ MGH Social Work Adult Oncology – Waltham
Danvers	➤ MGH Social Work Adult Oncology – Danvers

2. Make sure to select the correct Ambulatory Referral based on location of the patient’s oncology care and the type of referral needed. Click **Accept**.

3. Complete all required  details of the referral. If you would like to be notified via In Basket in event that the referral cannot be completed, click **Yes**.

/referring provider would like to be notified via In Basket

4. If relevant, use  (bottom left) to add additional comments about your referral. Accept.

5. **Sign Orders** in the bottom right of the screen.  A pop-up Providers screen will ask for an “Order Mode”, “Ordering Provider”, and “Authorizing Providers”

Your Referral will be sent to a Social Work Referral Workqueue. You can check on the status of a referral, through the patient’s Chart Review > Referrals Tab. You can look at the “Schedule Status” column to see the status of the referral. You can also click on the referral row to look at further details including any comments that have been written by the social worker.



Order Ref #	Date	To Specialty	To Provider	Referral Status	Schedule Status	Appointment Status	Diagnosis	Procedure
	11/14/2018			NEW	Unable Cntct			Ambulatory referral
	08/27/2018			NEW	Complete	Completed		Ambulatory referral

****For more urgent Ambulatory Social Work referrals, a referral in Epic should be placed **in addition** to the phone call or page made to the social worker.*