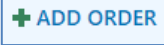




Placing an Ambulatory Referral for MGH Social Work Community Resource Specialist

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.

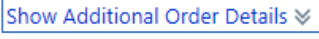
2. In the Search box enter "MGH Social Work Community Resource Specialist"

3. Select the Ambulatory Referral and Accept.

4. Complete all required  details of the referral.

Make sure to click the button confirming you are a member of the Social Service Dept.

 NOTE: Are you a member of the MGH Social Service Department? If not, please do not use this referral - Refer to the Soc ...

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

6. **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"

<u>LICSWs</u>	<u>LCSWs</u>
<p>Note: this information may auto-fill if you are an LICSW and the Providers window may not pop-up.</p> <p>Order Mode: Per protocol: no cosign req.</p> <p>Ordering Provider: Your Name</p> <p>Authorizing Providers: Your Name</p> <p>Entered By: Your Name</p>	<p>Order Mode: Per protocol: no cosign required</p> <p>Ordering Provider: Your Name</p> <p>Authorizing Providers: Your Clinical Supervisor</p> <p>Entered By: Your Name</p>