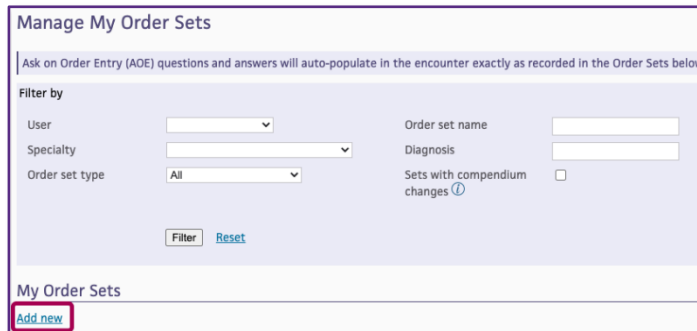
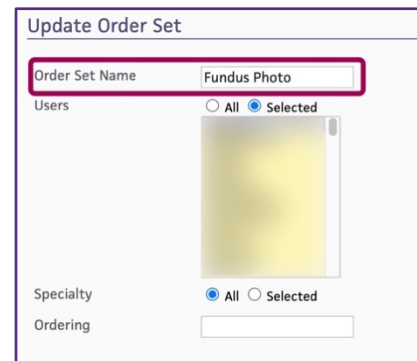
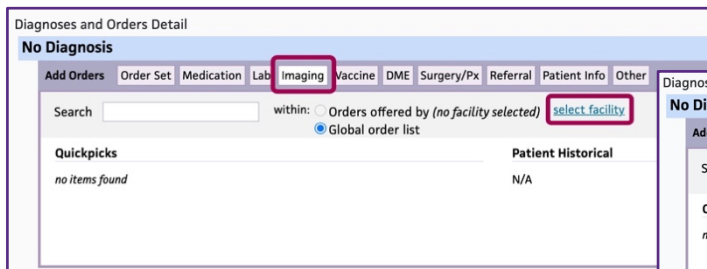
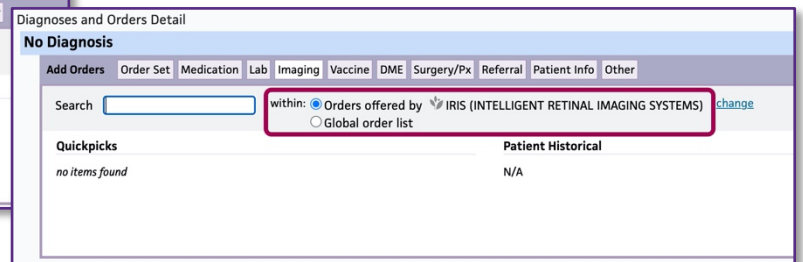


Order sets are utilized to accelerate the ordering process for clinicians. Order sets can be created for a specific user or to be utilized by all clinicians at the practice. Follow these steps to set-up order sets.

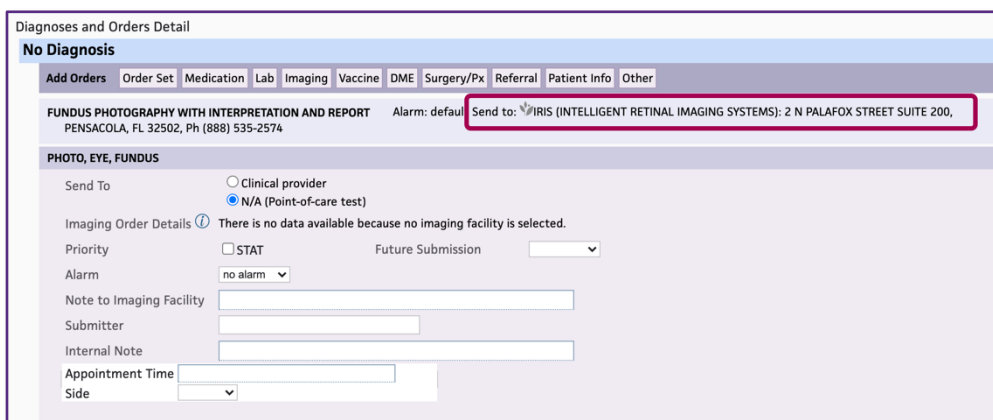
1. Navigate to **“Manage My Order Sets”** via Gear → Order Sets
2. Click **“Add New”** to create a new order set, or search and filter to narrow down existing ones. *Take special note of naming the order set. When ordering, this is what will be used to search for this set.* This is also where an order set can be assigned to one user, a group of users, or the whole practice.

3. **Search and Add Diagnosis** that the order set should be associated with, if needed. An order set can be orders without a specified diagnosis. The diagnosis will be required and added during the encounter.
4. In the purple **“Add orders”** line, select **“Imaging.”**
5. To search orders specifically from IRIS, click the **“select facility”** link. Selecting **“IRIS (INTELLIGENT RETINAL IMAGING SYSTEMS)”** will ensure the orders that are chosen are within the IRIS compendium (offered at the selected facility).

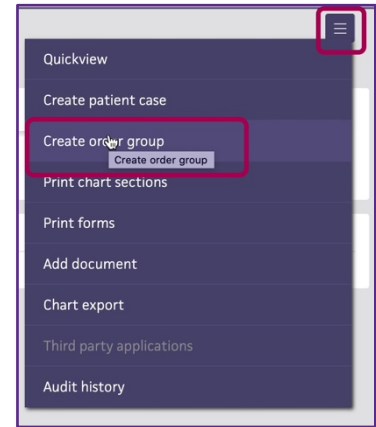
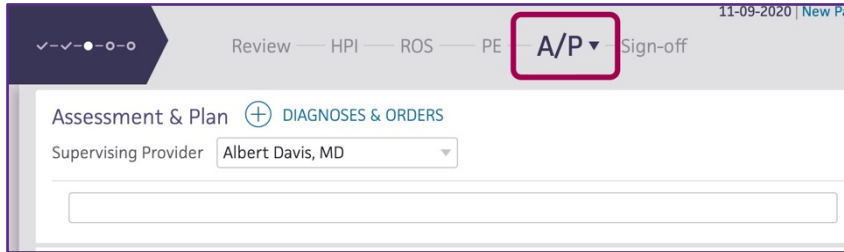



6. Add the imaging tests that should be included in the order set by searching. The selected tests will appear below the search field and are associated with the diagnosis listed in the highlighted blue line. Enter additional tests by searching and clicking on the order. Notice the **“Send to:”** field on each order should be **IRIS (INTELLIGENT RETINAL IMAGING SYSTEMS)**, as selected in #5.
7. When complete, select **“Add”** below the order set.

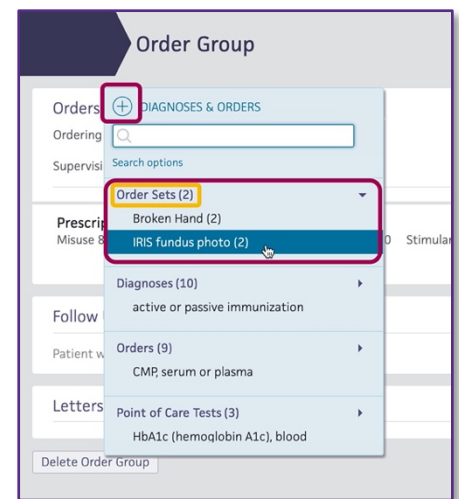


An Order Set can be utilized during an encounter in the Assessment & Plan section of the Exam. Ordering these order sets outside of an encounter is done by selecting the Patient Action Menu in a patient's chart and clicking on "Create Order Group."

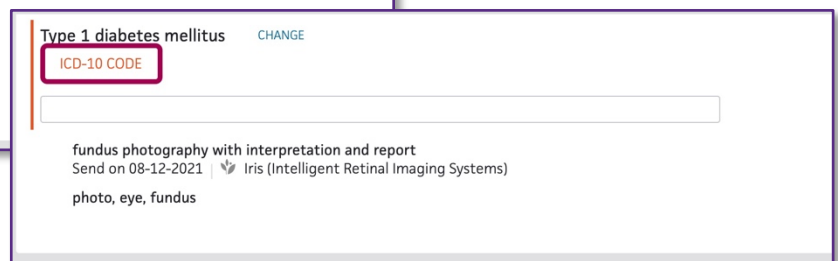
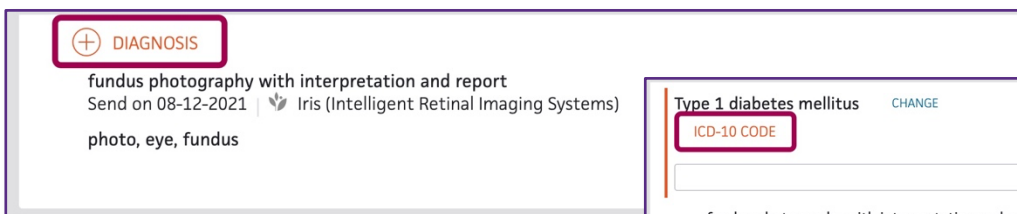
1. For ordering during a patient's visit, navigate to the **Assessment & Plan** of the Exam. If ordering outside of the visit, navigate to the patient's chart and click on **Create Order Group** in the Patient Action Menu.



2. Select the plus sign to add **Diagnosis & Orders**.
3. Using the search tool, search for the name of the Order Set that was created.
4. Alternatively, select the Order Sets filter to find the order set necessary to order.
5. Ensure the selection is housed under the "Order Sets" section in the diagnosis and orders menu.



6. When the order set is selected, all orders and/or diagnosis will appear below the menu.
7. If the order set does not have a specified diagnosis, add the appropriate diagnosis by clicking the **red plus sign**.
8. Note, some diagnoses need more specificity and an ICD-10 code will have to be selected from a menu by clicking the red "ICD_10 CODE" text below the diagnosis.
9. When a diagnosis has been added, the orders are ready to be signed and sent to the appropriate facilities if need.



Billing Consideration

Verify the proper procedure code is mapped to the procedure. (*Clinicals Admin > Order Type & Procedure Template Mapping*). This will ensure the code populates automatically on the billing tab when the procedure is ordered. When the image has been reviewed and approved by the provider, a claim is ready to be created per your practice's billing workflows.