

Effective Date:

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Analyst:

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Digital & Technology Services

Link2CHOP: Placing Referral Orders

Introduction

This tip sheet outlines how to place **Referral Orders** in the Link2CHOP web application. A list of Orders and available Consult Types can be found at the end of this document.

Consult Type Definitions

- **Standard (Tracking):** A Standard (tracking) appointment request indicates that you would like the patient seen soon, but it's not an urgent matter. This will likely be the most common request type you make. For example, a patient with recurrent otitis media (OM) who needs a PET evaluation (ENT). The "(tracking)" tag helps facilitate easier tracking of the referral through the scheduling and appointment process.
- **Expedited:** An Expedited appointment request is for when you need the patient to be seen quickly. By marking the request as "Expedited" and including patient details in the Reason for Visit section, you allow schedulers and sub-specialists to prioritize referred patients. An example might be a suspicious murmur in a stable patient (Cardiology) or a fracture in a neurovascularly intact patient (Orthopedics). This also helps in tracking the referral through the scheduling and appointment process. *Note: Not all CHOP divisions offer an expedited appointment option. Please check the List of Orders and available Consult Types at the end of this document before submitting an expedited request.*
- **Standard:** A Standard appointment request is suitable when clinical concern is less urgent, but you still want the patient to receive information and guidance from a sub-specialist. For example, a patient with intermittent constipation who has not improved sufficiently (GI). This request type will be given lower scheduling priority, considered after the other two types.

Steps

1. When you open a patient's record, the default screen will be **Order Entry**. From here, select the **Authorizing Provider** and click **Accept**.

 **Select Ordering Clinic**

Patient currently associated with:

ADVOCARE ATRIUM PEDIATRICS

Advocare Marlton Pediatrics

 **Select Authorizing Provider**

Link2chop, Physician

2. In the top left, select **Preference List**.

 **Order Entry**

 Orders canceled: Consult to Allergy (#82000)

 **Preference List**  Dx Association

New procedure:

Unsigned new orders (0)

3. Select the desired **Consult** to order, then click **Accept Orders**.

Procedures

Referrals

<input type="checkbox"/> Autism Annie Care Companion Enrollment Order	<input type="checkbox"/> Consult to Nephrology
<input type="checkbox"/> Consult to Adolescent Family Planning	<input type="checkbox"/> Consult to Neurology
<input type="checkbox"/> Consult to Adolescent Specialty Care	<input type="checkbox"/> Consult to Neurosurgery
<input type="checkbox"/> Consult to Allergy	<input type="checkbox"/> Consult to Occupational Therapy
<input type="checkbox"/> Consult to Audiology	<input type="checkbox"/> Consult to Oncology
<input type="checkbox"/> Consult to Autism	<input type="checkbox"/> Consult to Ophthalmology
<input type="checkbox"/> Consult to Cardiology	<input type="checkbox"/> Consult to Oral Surgery
<input type="checkbox"/> Consult to Cerebral Palsy	<input type="checkbox"/> Consult to Orthopedics
<input type="checkbox"/> Consult to Cystic Fibrosis	<input type="checkbox"/> Consult to Otolaryngology
<input checked="" type="checkbox"/> Consult to Dermatology	<input type="checkbox"/> Consult to PAPA Clinic (CHOP)
<input type="checkbox"/> Consult to Diagnostic/Complex Care Center (DCCC)	<input type="checkbox"/> Consult to Physical Therapy
<input type="checkbox"/> Consult to Endocrinology	<input type="checkbox"/> Consult to Plastic Surgery
<input type="checkbox"/> Consult to Feeding Clinic	<input type="checkbox"/> Consult to Pulmonary
<input type="checkbox"/> Consult to Gastroenterology	<input type="checkbox"/> Consult to Rehabilitation Medicine
<input type="checkbox"/> Consult to General Surgery	<input type="checkbox"/> Consult to Rheumatology
<input type="checkbox"/> Consult to Genetics	<input type="checkbox"/> Consult to Rheumatology AMPS / Pain Clinic
<input type="checkbox"/> Consult to GI Motility Center (CHOP)	<input type="checkbox"/> Consult to Seating Clinic
<input type="checkbox"/> Consult to Hematology	<input type="checkbox"/> Consult to Sleep Center for Clinical Evaluation
<input type="checkbox"/> Consult to Immunology	<input type="checkbox"/> Consult to Speech
<input type="checkbox"/> Consult to Infectious Disease	<input type="checkbox"/> Consult to Spina Bifida
<input type="checkbox"/> Consult to Metabolism	<input type="checkbox"/> Consult to Urology

4. In this screen, you will see a **Comment** box for additional comments or notes you would like to add, a **Scheduling Instruction** box for the patient, and a **Question** box with mandatory questions that must be answered for the specific order. *Note: Orders may have different mandatory questions.* Click **Accept**.

Consult to Dermatology

Comment: [?] [copy] [undo] [redo]

[text area]

Scheduling instructions: [?] [copy] [undo] [redo]

To contact the Dermatology main scheduling line, please call: (215) 590-2169

If this is an expedited appointment request, please provide as much supporting documentation as possible to the contact listed below.

Please fax results of relevant tests or biopsy reports to (215) 590-4948.

Questions:

1. Primary Referral Reason (if you don't see a button that matches your reason, please use the search) (If you don't see a button selection to choose you can type a reason for the consult in the search to look for a match)

Answer [?] [input field]

[Accept] [Cancel]

5. After you click **Accept**, additional questions will populate, including one asking if you want the order to be expedited. *Note: Expedited options are not available for all orders.* Click **Accept**.

Consult to Dermatology

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Questions:

	Answer
1. Primary Referral Reason (if you don't see a button that matches your reason, please use the search) (if you don't see a button selection to choose you can type a reason for the consult in the search to look for a match)	<input type="text" value="Atopic Dermatitis [20]"/>
Have ANY of the following prescription meds been used? - Triamcinolone Mometasone Fluticasone Westcort (Hydrocort Valerate) (Answer yes if ANY of the listed medications have been tried)	<input type="button" value="Yes"/> <input type="button" value="No"/>
Consult Type: (*EXPEDITED = Want patient seen quickly *STANDARD (TRACKING) = Want patient seen soon but not urgently)	<input type="text" value="Standard (tracking)"/>
Special Instructions:	<input type="text" value="Please place all consult order"/>
Patient Age (when ordered):	<input type="text" value="13 Year(s) old"/>

6. Click **Sign Orders** in the bottom right.

Order Entry 🖨️ ?

Preference List ⊗ Dx Association

New procedure: Link2chop, Physician - ADVOCARE ATRIUM...

Unsigned new orders (1)

Consult to Dermatology ✎️ 🗑️

Orders signed in this encounter (4)

Endo-eConsult

Consult to Cerebral Palsy
Link2CHOP Referral
Consult Type: Standard

Consult to Allergy
Future, Expected: 1/27/2025, Expires: 2/26/2025, Link2CHOP Referral
Referral Reason (if you don't see a button that matches your reason, please use the search): allergic rhinitis
which of these also apply to this patient? diagnosis of Eosinophilic Esophagitis (EE)
Consult Type: Standard
Special Instructions: If placing this order as "Expedited", please elaborate in the comments section.

Consult to Dermatology
Link2CHOP Referral
Primary Referral Reason (if you don't see a button that matches your reason, please use the search): Hemangioma of Infancy
Is the HOI ulcerated? Yes
Consult Type: Standard (tracking)
Special Instructions: Please place all consult orders as Standard or Standard (tracking). Dermatology will triage based on what was selected in the order.
Patient Age (when ordered): 13 Year(s) old

Don't see the order you're looking for? Try [Order Review](#).

✔ Sign Orders

7. If you would like to print a copy of the order, click the **Printer** icon in the top right.

Order Entry

Preference List Dx Association

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Link2chop, Physician - ADVOCARE ATRIUM...

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Consult to Dermatology

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Sign Orders

8. Select the **Print** button in the bottom left.

Print ?

Total: 1 sheet of paper

Printer
Pantum P2500W Series v

Copies
1

Layout
 Portrait
 Landscape

Pages
 All
 e.g. 1-5, 8, 11-13

Print on both sides
Print on one side v

[More settings v](#)
[Print using system dialog... \(Ctrl+Shift+P\)](#)

Print Cancel

Order Entry

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Consult to Dermatology ✎ 🗑

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