



### Introduction

This tip sheet describes how to register a new patient via Link2CHOP. This functionality should be used when it is found that a patient does not have an active registration on file at CHOP and there is a need to submit a referral order for a CHOP provider.

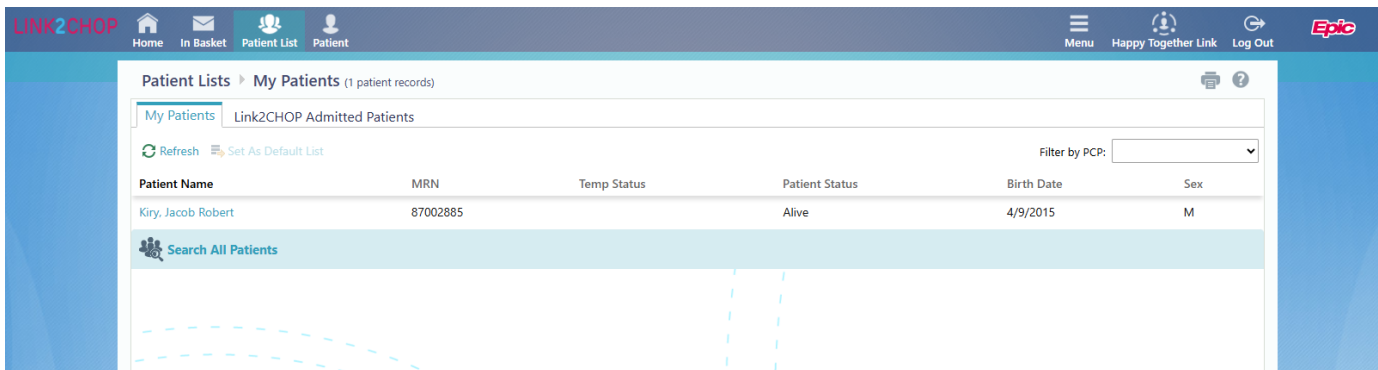
**Note:** Referral orders can be entered for a patient regardless the patient having a consent form on file. A consent form is required to be on file to have access to the clinical data for the patient.

### Steps

1. Use the *Search All Patients* activity to validate the patient you are searching for does not exist in the CHOP database.

You can access the Search All Patient activity using one of the following pathways:

- a. Patient Lists > Search All Patients
- b. Patient > Search All Patients



2. Enter the patient search criteria for all fields. When complete, select *Search*.



## Patient Search



Search My Patients



Search All Patients



Create a New Chart

Please fill out the required fields to gain access to a patient. Enter the full name as Last, First (example: Doe, John), and enter the sex, birthdate and home phone number.

### Patient Select

Name (Last, First)

Link, Shay

Sex

Female

Birth date (MM/DD/YYYY)

2/2/2000

Home phone (###-###-####)

Search

Clear



3. The Search Results box will display. Evaluate the information listed to determine how to proceed. Several scenarios are displayed below. Follow the steps that best match the noted scenario:

a. **No patients are found using the search criteria entered.**

The *Search Results* box will display with the search criteria entered and a message “*The entered search criteria returned no patients.*”

Select the **Create a New Chart** button. Proceed to Step 4.

**The entered search criteria returned no patients.**

This usually happens when:

- The name is incomplete
- The demographics don't match what we have on file
- We haven't seen this patient

[+ Create a New Chart](#)

b. **Patients found during the search**

The Search Results box will display with the search criteria entered and a message “# patient matched the search criteria above.” The patients found during the search will be listed on the screen.

Review the data for the listed patient record to validate this is the correct patient.

**If the correct patient displays,** select the patient using the item selection toggle and click on the **Select** button. You will be prompted to enter a reason why you are accessing the patient record. Once this information has been entered, proceed with entering the referral order.

**Proceed to Step 7.**


The screenshot shows the 'Patient Search' interface. At the top, there are three tabs: 'Search My Patients', 'Search All Patients', and 'Create a New Chart'. Below the tabs is a 'Patient Select Confirmation' dialog box with the following text: 'To gain access to this patient, click the Accept button. In the "Reason" field at the bottom of the page, please select your relationship with the patient. In the "Comment" field, please enter additional comments (required)'. Below the dialog box is a patient record for 'Kiry, Jacob Robert - 87002885'. The record includes: 'Born 4/9/2015 (9 y.o.)', 'Male', '446 Bella Vita Court, HAMMONTON New Jersey 08037', 'xxx-xx-1111', '609-704-5234 (H)', '609-517-4416 (M)', and 'No e-mail address on file'. Below the patient record are two input fields: 'Reason' and 'Comment', both with red error icons. A 'Select' button is located below the input fields. At the bottom of the interface, there is a link 'Not the patient you were looking for?' with 'Search Again' and 'Create a New Chart' options.

If the patient that displays is not the correct patient, select the **Create a New Chart** button. Proceed to Step 4.

Not the patient you were looking for?

[🔍 Search Again](#)   [+ Create a New Chart](#)

4. If you selected the **Create a New Chart** button, the Create a New Chart screen will display with all the information entered on the *Search All Patients* screen.




Populate the remaining fields on the screen. All fields with a  are required fields and must be populated.

**IMPORTANT NOTES:**

- a. *Create a New Chart* should only be used to register a patient who you wish to enter a referral order and the patient has never been seen at CHOP. Please do not use this functionality if you will not be entering an referral order.
- b. SSN (Social Security Number) is a required field.  
 Please enter the correct SSN if known.  
 Please enter 000-00-0000 if the SSN is unknown.  
 Please enter 111-11-1111 if the patient refuses to give the SSN.

Patient Search ⌵ ?

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 Search My Patients   
  Search All Patients   
  Create a New Chart

This functionality should only be used when entering consult orders for patients that have never been seen at CHOP.

For the SSN field, please enter the valid SSN. If UNKNOWN, please enter 111-11-1111. If REFUSED, please enter 000-00-0000.

**Patient Create**

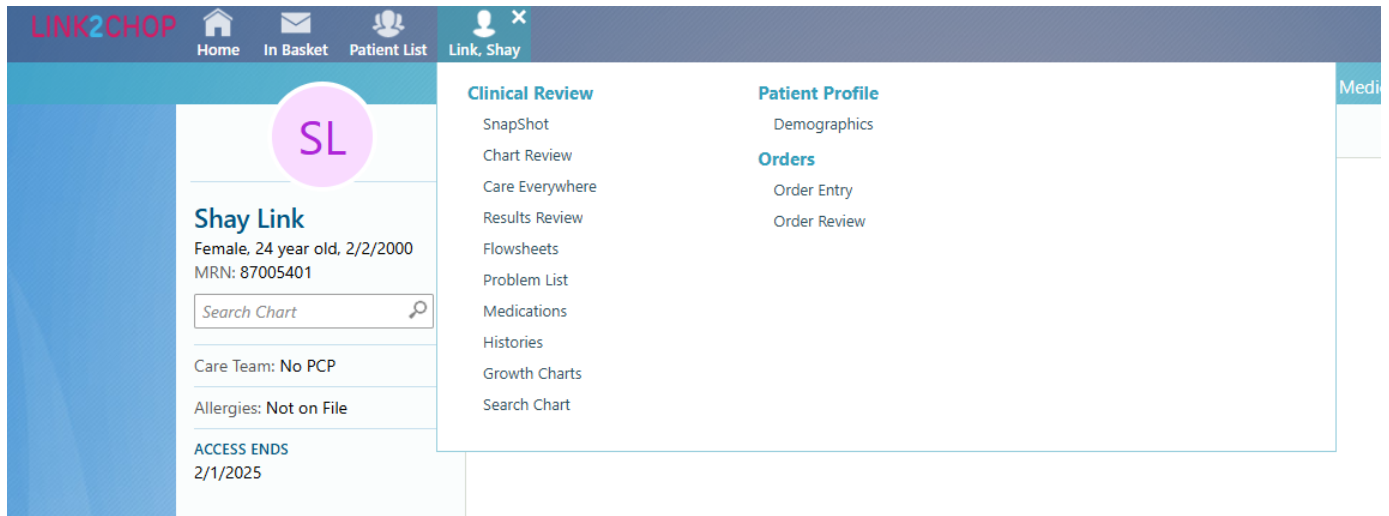
Name (Last, First) <input type="text" value="Link, Shay"/>	Birth Date <input type="text" value="2/2/2000"/>
Sex <input type="text" value="Female"/>	SSN (Use 1's if unknown) <input type="text" value=""/>
Address <input type="text" value=""/>	State ZIP <input type="text" value=""/>
City (or ZIP) <input type="text" value=""/>	County <input type="text" value=""/>
Home Phone <input type="text" value=""/>	Country <input type="text" value=""/>
Email Address <input type="text" value=""/>	

[+ Create Chart](#)   [✖ Clear](#)

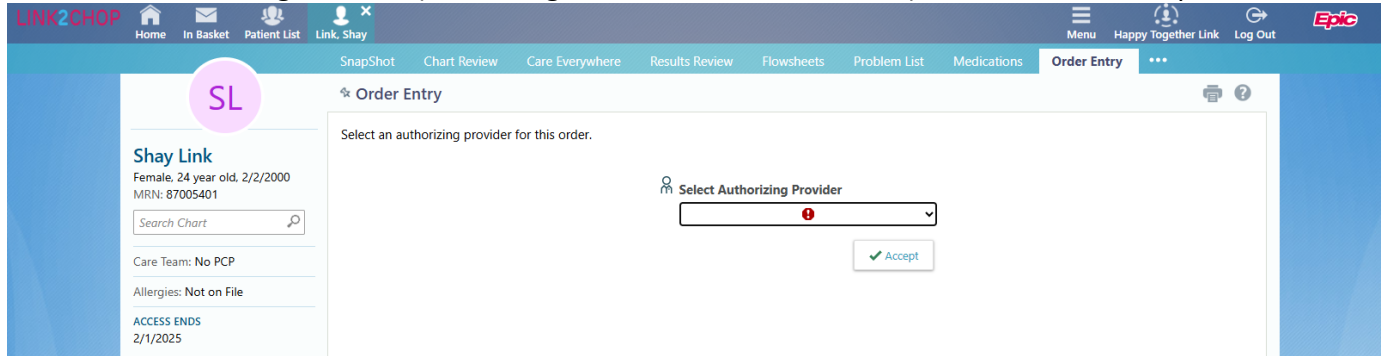
5. Once all the data has been entered, select **Create Chart** to create the patient record.



- The system will perform another check to make certain there are no patients that match the data that has been entered.
- Hover over the Patient in the toolbar and select *Orders Entry* to continue with the referral order entry process.



- Select the Authorizing Provider (if ordering on behalf of someone else), and then click *Accept*.



- Click the *Preference List* button located at the top left of the activity.



Order Entry

Preference List Dx Association

New procedure:

Unsigned new orders (0)

No unsigned orders

Orders signed in this encounter (0)

Don't see the order you're looking for? Try Order Review.

10. Select the Consult To order desired, and then click *Accept Orders* in the bottom right-hand side.

Order Entry

Preference Lists

Referrals

- Consult to Adolescent Family Planning
- Consult to Adolescent Specialty Care
- Consult to Allergy
- Consult to Audiology
- Consult to Autism
- Consult to Cardiology
- Consult to Cerebral Palsy
- Consult to Cystic Fibrosis
- Consult to Dermatology
- Consult to Diagnostic/Complex Care Center (DCCC)
- Consult to Endocrinology
- Consult to Feeding Clinic
- Consult to Gastroenterology
- Consult to General Surgery
- Consult to Genetics
- Consult to Healthy Weight
- Consult to Hematology
- Consult to Immunology
- Consult to Infectious Disease
- Consult to Metabolism
- Consult to Mitochondrial Medicine
- Consult to Neonatology Follow Up (Special Babies) (CHOP)
- Consult to Nephrology
- Consult to Neurology
- Consult to Neurosurgery
- Consult to Occupational Therapy
- Consult to Oncology
- Consult to Ophthalmology
- Consult to Oral Surgery
- Consult to Orthopedics
- Consult to Otolaryngology
- Consult to Physical Therapy
- Consult to Plastic Surgery
- Consult to Pulmonary
- Consult to Rehabilitation Medicine
- Consult to Rheumatology
- Consult to Rheumatology AMPS / Pain Clinic
- Consult to Seating Clinic
- Consult to Sleep Center for Clinical Evaluation
- Consult to Speech
- Consult to Spina Bifida
- Consult to Urology

No current selections.

11. Click on the name of order to edit the order. A red exclamation  next to the order indicates that



there are questions that need to be answered or more information is required to be able to process the order.

### Unsigned new orders (1)

Consult to Dermatology

#### 12. Select the *Consult Type*.

Snapshot Chart Review Care Everywhere Results Review Flowsheets Problem List Medications **Order Entry** ...

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Order Entry Edit Order

#### Consult to Dermatology

Comment:

Scheduling instructions:

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: **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)

Do ANY of the following apply? - Cystic | Scarring | Prior Isotretinoin | Prior oral medications | Severe case (Answer yes if ANY of the listed characteristics apply)  Yes  No

Consult Type: (-EXPEDITED = Want patient seen quickly •STANDARD (TRACKING) = Want patient seen soon but not urgently)

Special Instructions:

Patient Age (when ordered):



13. When all required fields are filled in and you have made your Consult Type selection, click *Accept*, then click *Sign Orders* at the bottom right side of the page.

### Printing

1. If you would like to print a copy of the order to give to the patient, click the **consult's name**.

Orders signed in this encounter (1)

Consult to Dermatology



Scheduling needed. Link2CHOP Referral

Primary Referral Reason (if you don't see a button that matches your reason, please use the search): Acne

Do ANY of the following apply? - Cystic | Scarring | Prior Isotretinoin | Prior oral medications | Severe case: No

Have multiple prescription topical medications already been tried? Yes

Please select ALL of the topical medications that have been tried: Adapalene

Consult Type: Standard

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): 24 Year(s) old

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

2. Then click the print icon at the top right

**Order Details**

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Order

Consult to Dermatology [9006.001] (Order 870216470)

**Order Information**

Order Date	Service	Start Date	Start Time
01/22/25	(none)	01/22/25	