



You can speed up order creation by the use of Favorites and Shortcuts. Favorites are codes that are frequently used by your office that allow you to search quicker. Each of the users in your clinic would have access to this list, which would be a time-saving step to speed up the ordering process.

Shortcuts are templates of orders that you use frequently that allow certain fields, like the diagnostic center, or the codes to certain procedures, to automatically populate when you are creating the order.

1. Creating a Shortcut Create shortcuts to quickly fill in fields commonly used in your office. Open a browser and type in the web address: <u>https://www.efileshare.com/login.asp</u>. After logging in, select Create Order from the top left Scheduled Procedures panel.

The Create Shortcut links are available from the Order Information screen, and again at the Review and Submit screen.

Order Information Patient Information Review/Submit Order Information Staging Market: Staging From: Group Name From: Doctor's Name	• required fie
Order Information S Market: Staging From: Group Name ● Pranciscan Health System - Enumolaw Regional Hospital Image: Control of Stage	elect Create Shortout
Order Information S Market: Name • Staging Doctor's Name • From: Franciscan Health System • Enumolaw Regional Hospital V	elect Create Shortout
Market: Name • Staging From: From: Franciscan Health System - Enumclaw Regional Hospital	
Staging Group Name From: Franciscan Health System - Enumotavy Regional Hospital	
Group Name From: Franciscan Health System - Enumclaw Regional Hospital	
Franciscan Health System - Enumclaw Regional Hospital	
	<u>•</u>
To: Facility Name Priority Scheduling	
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Diagnosis Information	
D Code 1 ICD Code 2 ICD Code 3 Reason for Visit	
	A

Note: a red dot (•) indicates a required field.

When the shortcut link is selected, the following screen pops up, requesting the information you would like repeated on your shortcut. Unselect any fields that you would not like to appear in your shortcut. The data you would like should be filled in on your order before the shortcut is saved.

Order Information Image: Staging Image: From Group: Franciscan Health System - Enumolaw Regional Hospital Image: From Doctor: Image: To Facility: Image: Priority: Image: Scheduling:	Diagnosis Information	Procedure Information If Specialty #1: If Doctor #1: If Procedure #1: If CPT Code #1:
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When creating an order that you would like to apply a shortcut to, choose Select in the upper right corner (Select / Create Shortcut). When you choose Select, a dropdown will appear listing your available shortcuts. Once a shortcut is selected, the fields are automatically filled in.



2. Using Favorites

ICD Code 1 ICD Code 2 ICD Code 3	
	Reason for Visit
ICD Code 4 ICD Code 5 ICD Code 6	Y
Example of Search Screen:	

Keyword head	d	Specialty CT	Category Search Favorites
,		,	
earch	Results		
elect All	Category	Code	Description
	HEAD	70470	CT HEAD W/ & W/O CONTRAST (71802004)
	HEAD	70460	CT HEAD W// CONTRAST (71802008)
	HEAD	70450	CT HEAD W/D CONTRAST (71803006)
	HEAD	70496	CTA HEAD W/ & W/O CONTRAST (71802003)

• Enter **Procedure** and/or select **CPT Code**s using the search function, then click on **Add to Order**. If your search yields frequently used codes, you can choose Add to Favorites with the codes selected. This will enable you to do a quick search of those procedures common to your practice.

To search for your favorites, enter your specialty and category, and select Favorites as opposed to Search.

For Questions call the ORDERNOW Help Line at 253.426.4139 or 127-4139 (internal).