



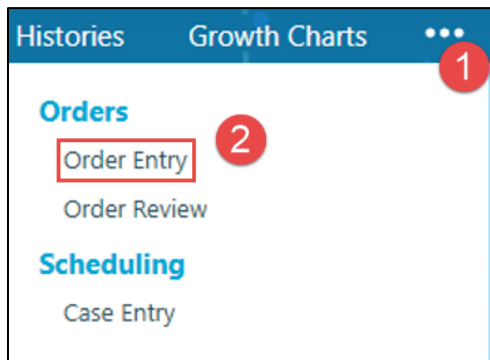
End User: Affiliate & Referring
Release Date: 10/23/2025



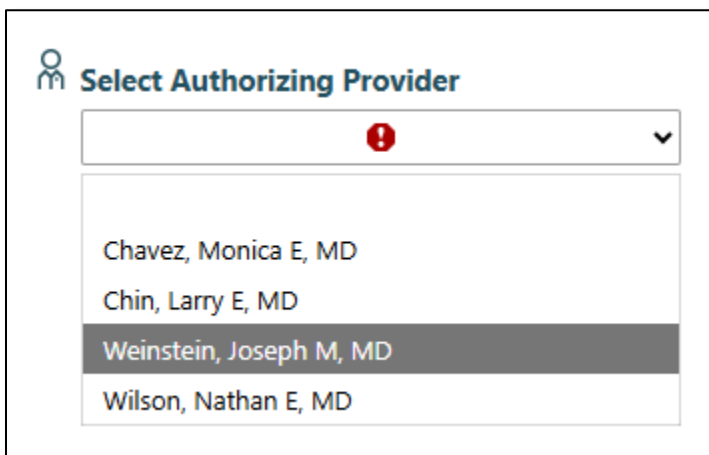
ChartLink Order Entry

Use this tip sheet as a step-by-step guide for Order Entry!

1. Within the patient's chart, click the **ellipses**, and select **Order Entry**:



2. Selecting an **Authorizing Provider** and click **Accept**:



3. Click **Preference List** to see a list of available orders.
4. Select the check box next to each order that you want to place. You can:

- Use the subsections in the left pane to filter orders by type OR
- Use the search bar at the top of the activity to look up an order by its name.



- Click **Select And Stay** to select an order and continue searching for more orders.

Preference Lists

- ▼ Procedures
 - ▼ Referrals
 - Misc. Uncategorized
 - Cardiology
 - Clinical Pharmacist
 - Dermatology
 - Family Medicine
 - Gastroenterology
 - Internal Medicine
 - Geriatrics
 - Grayken Center
 - Infectious Disease

Neurology

- ☐ Amb Referral to Neuro IR
- ☐ Ambulatory Referral to Neurology: EEG: Pedi
- ☐ Ambulatory Referral to Neurology: EEG: Pedi
- ☐ Ambulatory Referral to Neurology: General
- ☒ Ambulatory Referral to Neurology: General

OB/GYN

- ☐ Ambulatory Referral OB/GYN Behavioral Health
- ☐ Ambulatory Referral to OB/GYN: ATU: Amniocentesis
- ☐ Ambulatory Referral to OB/GYN: ATU:

- Click **Accept** to review a list of your orders and make any necessary changes before signing them.
- If there is a required () or recommended () icon next to an order, you can enter more information. Click an order's name to edit details like quantity or associated diagnoses:

CBC and differential

Future Expected: 9/30/2025 Approximate, Expires: 3/30/2026, Routine, Lab Collect

- For a procedure order, you can attach a file, such as a scanned image, to the order.
- To associate a diagnosis with a single order, either select the check box for a recent diagnosis in the **Dx Association** section or enter a new diagnosis in the **Add a new diagnosis** field and press **Enter**.

Dx association: **Recent**

☐ Chronic cluster headache, not intractable G44.029

Add a new diagnosis:

- Accept** and sign the orders.
- If there's decision support associated with any of the orders, select a follow-up action and click **Accept**.
- Enter your password if prompted and click **Accept**.