

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: <https://www.efileshare.com/login.asp>. 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.

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.

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

Diagnosis Information

ICD Code 1 ● ICD Code 2 ICD Code 3 🔍

ICD Code 4 ICD Code 5 ICD Code 6 +

Reason for Visit ●

Example of Search Screen:

Lookup CPT code or select from favorites list

Keyword: Specialty: Category:

Search Results

| Select All | Category | Code | Description |
|--------------------------|----------|-------|---------------------------------------|
| <input type="checkbox"/> | HEAD | 70470 | CT HEAD W/ & W/O CONTRAST (71802004) |
| <input type="checkbox"/> | HEAD | 70460 | CT HEAD W/ CONTRAST (71802008) |
| <input type="checkbox"/> | HEAD | 70450 | CT HEAD W/O CONTRAST (71803006) |
| <input type="checkbox"/> | HEAD | 70496 | CTA HEAD W/ & W/O CONTRAST (71802003) |

- Enter **Procedure** and/or select **CPT Codes** 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).