Research Coordinator: Pend and CC'ing the Chart

Providers won't be able to easily identify pended orders from this encounter. So, it is really important to guide physicians to our pended orders. We can do this by sending the provider an In Basket message.

1. From the **Visit Navigator**, click **Send Chart**.
2. Ensure **CC'd Charts** is selected.
   - Do not send the message as E-Consult.
3. In the **Recipient** field, enter the name of the provider and press **Enter**.
4. Enter any comments (like "sign research orders") and choose a **Send** option:
   - Send on Closing Section (default)
   - Send on Exiting Workspace
5. Click **Close**

| !	You **cannot** link an order to the Research Study after it has been signed. So, REMEMBER TO LINK the order(s) prior to signing!
	• If you forget, and it is likely that none of the orders have been acted upon, you can modify and re-sign the order. However, there is a risk because you don't want to modify or cancel orders that have been acted upon.
	• If it's likely that the orders have been acted on, then there is nothing more to do but remember for next time.

Provider: Sign Pended Orders Associated with Research Study

1. Go to the In Basket. Click the **CC'd Charts** folder.
2. Select the message for the patient. Information from the message will appear, including any instructions entered by the coordinator.
3. Click the **Encounter** button in the message toolbar to access the patient's chart to find the pended orders.

4. The pended orders will open in the bottom right corner of your workplace.
5. Review and sign orders.
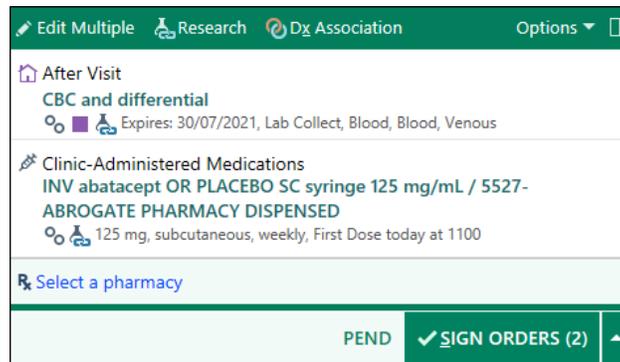
6. Close the patient's chart.

7. Navigate back to the In Basket and mark the message as ✓ Done .
   a. This will remove the message from your In Basket, and will also allow the research coordinator to know that you've signed this patient's orders.