Sending Pended Orders associated with a Research Study to the Physician

Research Coordinator: Pending & CC’ing the Chart

To enable physicians to easily find the research orders in the patient chart, a research team member must first:

1. Send the chart to the physician using the CC’d chart functionality in the visit navigator
2. Ensure the CC’d Charts option has been selected and NOT the E-Consult.
3. Insert the name of the physician(s) to send the chart to and type a message as needed.
4. Select “Send on Closing Section” and click close – The message has now been sent to the physician.
5. Exit the visit & chart.

Note: The study team member must ensure all pended orders have been properly linked to the respective research study before sending them to the physicians for signing.
Signing Pended Orders associated with a Research Study

Physician: Navigating to sign the Research Order through an In Basket Message

1. Physicians can Log in to Epic and go to their own In Basket
2. Open the “CC’d Charts” folder under “my Messages”. Please note this is only one of the ways to get to the “CC’d Charts” folder and your view may differ.
3. Click on the message
4. Click on “Encounter” in the in-basket message. This will take you directly to the pended order in the relevant encounter.

5. Physician reviews and signs the orders.