



Managing Orders - Ordering Ambulatory PT/OT or Speech Therapy

Refresher

Audience: All Inpatient Providers, Nursing and Therapists

This handout is a refresher to walk through the process of properly ordering ambulatory physical, occupational or speech therapy for patients that are being discharged from the hospital. This process must be followed for the services to be managed by the ambulatory therapy teams and for insurance to cover the services.



Let's Take a Look

During Discharge Med Reconciliation, do the following:

1. Click **2. New Orders** to enter your discharge orders as usual.
NOTE: The Ambulatory Therapy referral orders are not part of the standard discharge order sets.
2. In the Additional Orders Field, search for **AMB REF PT** (or AMB REF OT or AMB REF SLP) and press Enter.
TIP: You can also search by "PT", "OT" or "SLP" and the order will display
3. **Select the order** needed:
 - Ambulatory referral to Physical Therapy (REF51)
 - Ambulatory referral to Occupational Therapy (REF43)
 - Ambulatory referral to Speech Therapy (REF57)
4. Click **Accept** to add the order to your order display.

The screenshot shows the Epic EMR interface during a discharge process. The patient is Vegetable, Charlie. The 'Discharge' screen is active, and the 'Additional Orders Search' field contains 'amb ref pt'. A search window is open, displaying a list of orders. The order 'REF51 Ambulatory referral to Physical Therapy (AMB REFER)' is selected. The 'Accept' button is highlighted.

Code	Name	Summary	Pref List	Copay	Coverage	Formulary	Type
REF75	AMB REFERRAL TO ONCOLOGY PHYSICAL THERAPY		HSHS OP F				
REF51	Ambulatory referral to Physical Therapy (AMB REFER)		HSHS OP F				

Result: The order details are preselected and will display as follows:

Ambulatory referral to Physical Therapy

Amb Internal Referral, Routine, PHYSICAL THERAPY, Physical Therapy

To verify or make changes to the detail of the order, click on the hyperlink of the order to display the order entry.

Ambulatory referral to Physical Therapy Accept Cancel Remove

Amb Internal Referral, Routine, PHYSICAL THERAPY, Physical Therapy

Class: [Amb Intern](#)

Referral: To dept:

To prov spec: [PHYSICAL THERA](#)

Reason: [Physical Therapy](#) [Specialty Services](#) [Second Opinion](#) [Patient Preference](#) [Self-Referral](#)

Priority: [Routine](#) [Urgent](#) [Elective](#)

Frequency: [Eval and Treat](#) [1x Visit](#) [1x/week](#) [2x/week](#) [3x/week](#)

Treatment Procedures: [PROM Exercise](#) [AAROM Exercise](#) [AROM Exercise](#) [Myofascial Release](#) [Stretching Exercise](#) [Desensitization Techniques](#) [Soft Tissue Mobilization](#) [Edema Management](#)

[Strengthening Exercise](#) [Scap/RTC Strengthening](#) [VMO Quad Strengthening](#) [Balance Training](#) [Proprioception Exercise](#) [Gait Training](#) [Instruct in Independent HEP](#)

Spine Treatment Procedures: [Back Stabilization](#) [Postural Re-education Training](#) [Myofascial Release Techniques](#) [Neural Mobilization](#) [Cervical Traction](#) [Lumbar Traction](#)

Modalities: [Modalities PRN](#) [Iontophoresis](#) [Phonophoresis \(also need to order Med 165670\)](#) [Ultrasound](#) [TENS](#)

Protocols: [Standard Cuff Protocol](#) [Large Rotator Cuff](#) [ACL](#) [Total Knee](#) [Total Hip](#) [Bicep Tenodesis](#)

Weight Bearing Status: [NWB](#) [TTWB](#) [PWB to *** lbs](#) [WBAT](#)

Other Evaluations: [Orthotics](#) [Work Conditioning](#)

Precautions/Restrictions:

Modifiers: [SELF PAY](#)

Additional Order Details Accept Cancel Remove

Adding This Order as a Favorite

Because this order is often ordered incorrectly, it's best to add this order as a favorite so that it is easily accessible during the med reconciliation process.

To add this order to your Preference List, after placing the order, click the star next to the order and complete the detail fields to add it to your preference list.

Ambulatory referral to Physical Therapy Accept Cancel Remove

Amb Internal Referral, Routine, PHYSICAL THERAPY, Physical Therapy Star

Once the order has been added as a favorite and is in your preference list, then rather than searching for the order, click **Pref List** in the Additional Orders Search field and your favorite orders will display.

Additional Orders Search

Search Pref List

Associating a Diagnosis with the Order

All ambulatory referral orders will require a diagnosis to be associated with it in order for insurance to cover the charges.

To associate the diagnosis with the ambulatory referral order, do the following:

1. Go to **3. Review and Sign** of the discharge med reconciliation screen.
2. Click **Sign**.
3. The Dx Associations box displays. If only one diagnosis is associated with the encounter, you can select **Yes** to associate the diagnosis on the ambulatory referral. The order will be signed.

The screenshot shows the Epic EMR interface for a patient named Vegetable, Charlie. The main window is titled 'Discharge' and is in the 'Review and Sign' phase. A dialog box titled 'Dx Associations' is open, asking 'There is a single diagnosis on the Encounter Diagnosis List. Would you like to associate it with all Procedures?' with 'Yes' and 'No' buttons. The background shows medication orders and a 'Sign' button at the bottom right.

Result: The orders will be signed.

If the diagnosis isn't appropriate for the ambulatory therapy referral, or there are multiple diagnoses listed, you can click **No** and the associate diagnosis box will display. Here you can select the appropriate diagnosis for the therapy order.

The screenshot shows the 'Order -- Associate Diagnoses' dialog box. It displays a list of diagnoses: Diabetes type 2, controlled; Gastric ulcer with hemorrhage but without obs...; Hypertension; GI bleed. Below the list is a table with a red exclamation mark icon and the text 'Ambulatory referral to Speech Therapy'. At the bottom, there are fields for 'Diagnosis:' and 'Problem:' with plus signs, and 'Accept' and 'Cancel' buttons.