Providers, who refer patients to the VNA Southeastern CT or Home Care Plus in Milford, will place an order in Epic.

1. From the **ED Track Board**, highlight the patient name to access Dispo.

2. From the Dispo Activity go to the section for **Prescriptions & Orders**.

3. Click **New Order** to launch orders activity.

4. Search for **REF34: Ambulatory Home Health Referral** in place new orders.

5. Select the name of the order and accept to populate the order window.

6. Complete Required fields:
   - Enter the **Requested SOC Date** (date when agency should start care).
   - Select the **Disciplines Requested**.
   - Select the **Services Requested**.
   - Choose who will follow the patient’s care (i.e.: PCP, Referring)
   - The **Comments** section contains **SmartLists** and wildcards (*****), including the date of the Face-to-Face encounter. Be sure to press **F2** on your keyboard to complete all **SmartLists** and wildcards (*****).

7. Click **Accept**.