

Outside Records Request

Submit medical record release forms to Medical Records Office for previous exams done elsewhere – in order to compare results.

Start from “Search for Appointments” Screen

Step 1: click on Scheduling Questionnaire – ask patient if they have had the specific exam done in the last 3 years elsewhere.

Step 2: Under “Outside Pertinent Priors” – If the answer is a “NO” then click on “N” and move on to the next question.

Step 3: If patient says “YES” then click on “pencil icon” and type in name of medical facility where the exam was done.

Step 4: If facility already listed then highlight and notate “Submitted Med Rec Form to Celine” and click “+” sign.

Step 5: Click “Done” and Exit from “Screening Questionnaire” and proceed to scheduling an appointment for the patient.

Step 6: Select a specific facility under “Facility Group” where the patient would like to go to

Step 7: “Search for Appointments” window will open, under “Starting Date” select the date range that you want to start scheduling the patient for an appointment.

Step 8: Click the “Search” button

Step 9: Highlight the time the patient agrees on coming in

Step 10: Click the “Set Appt” button

Step 11: Once completed then go to “Scheduling Screen” – middle tree- and look for and click “FORMS”

Step 12: Highlight “Medical Records Request”

Step 13: On the Medical Record Request – scroll down to “Facility name” and enter whatever the name of the facility where the records are held at.

Step 14: Click “Save”. This saved the form into the repository.