## Tip Sheet 🖓



## **Cancel Orders in EpicCare Link**

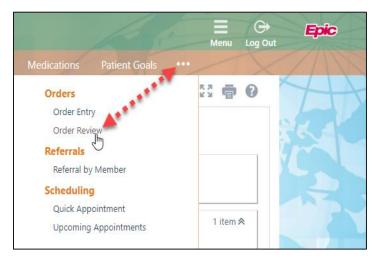
It is important to cancel orders that were placed but no longer needed. Instances where a patient has been discharged or where orders have been changed or discontinued by the physician are examples of when it is appropriate to cancel an order. One benefit of this practice is that it will keep from printing out unnecessary specimen labels that generate each day.

## Try It Out

1. Hover over the **Patient** option at top of the EpicCare Link Home page.



- 2. Select Order Review.
  - Or Click **Select Patient**, then hover over the 3 dots to reveal additional options.



3. Search for or Select the patient.

- 4. Place a checkmark in the box next to the order you wish to cancel.
- 5. Click the Cancel Orders button.

	SnapShot	Chart Review	Care Everywhere	Results Review	Flowsheets	Allergi		
EA	☆ Order Review							
	From: 12/17/2022							
Eddie A Male, 34 y.o., 8/2/1988	Authorizing provider: Any							
MRN: 203854	I View Order Report ① Schedule Orders							
Search Chart	Order I	Name	Order Date	Cancel selected orders	Authorizing	Provider		
COVID-19 Vaccine: Unknown COVID-19: History 11/13/2020	CBC an	d differential	01/16/2023	Active	Physician Epi	ccare Lini		
Physician Family Medicine, MD PCP - General Pt Care Org: None	MRI Kn	ee Right wo Contras	st 12/20/2022	Active	Physician Epic	ccare Link		

- 6. Select a Reason for the cancellation in the **drop down**.
- 7. Click the **Cancel Orders** button on the bottom right-hand corner of your screen.

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	SnapShot	Chart Revie	w Care Everywhe	ere Results Review	Flowsheets	Allergies	Problem List	Order Review		$\times$
EA	🌣 Order	Review 🕨 C	ancel Orders						8 <b>ē (</b>	)
Edclie A Male: 34 y.o.: 8/2/1988 MRN: 203854 Search Chart COVID-19 Vaccine: Unknown COVID-19: History 11/13/2020				Orders CBC and differe Reason for cance Entered in Erro Comments			<b>`</b>			
				/	1					
Upload document					1					
Change patient								Kancel Or	ders 🗲 Go Back	

8. The **Order Status** column should now reflect a status of Discontinued.

EA	☆ Order Review						
	Orders canceled: CBC and diffe	erential (#1334725)					
Eddie A Male, 34 y.o., 8/2/1988 MRN: 203854	From: 12/17/2022 To:   Authorizing provider: Any						
Search Chart	🗏 View Order Report 🕐 Schedule Orders 🗶 Cancel Orders						
COVID-19 Vaccine: Unknown COVID-19: History 11/13/2020	Order Name	Order Date 🔻	Order Status	Authorizing Provider			
Physician Family	CBC and differential	01/16/2023	Discontinued	Physician Epiccare Link, MD			
Provident Participa Medicine, MD PCP - General Pt Care Org: None	MRI Knee Right wo Contrast	12/20/2022	Active	Physician Epiccare Link, MD			