KAISER PERMANENTE®

JOB AID: How to order a procedure

1. Select the Specialty you are referring to.

Please make a selection

Procedure: [Cardiology]   [Search]

My Preference List Matches:

Name	Px Code	Type	Priority	Status	Pref List
REF CARDIOLOGY	99201.104	Referral			KPWA AL REFERRAL PROCEDURES
REF PED CARDIOLOGY	99201.137	Referral			KPWA AL REFERRAL PROCEDURES

2. Change from Internal to External at the top and choose External Questions.

☆ Order Entry ▸ Edit Order

REF CARDIOLOGY

Class: [External [1007]] [Internal] [✓ External]

Process instructions:
If additional services are entered in the comment box, they will not be reviewed for coverage and will not be included in the final coverage determination.

If you are referring to a Kaiser physician, choose "Internal". If you are referring to any other physician, choose "External".

If you choose "Other" in the Referral Reason box, your request WILL NOT auto-adjudicate and a coverage determination may be delayed.

Referral:
Priority: [Routine [1]] [✓ Routine] [Urgent]
To prov spec: [Cardiology [8]]
⚠ To provider: [   ]
Address [▾]
⚠ To loc/pos: [   ]

Questions:	Answer
1. Select the correct questions.	External Questions ▾
⤷ Reason For Referral? ❗	▾
⤷ Requested Place Of Service?	Office [11]
⤷ Facility For Procedure (If facility is not in list add in comments below)	

3. In the Referral Reason, choose the Procedure. In the drop down below the Consult, Consult/Eval/Treat, Second Opinion) there is a list of the most common referred procedures by specialty in each of the specialty categories. If you begin typing the name of the procedure it will filter down the list