Non-licensed research coordinators with the appropriate Epic security, can pend orders for primary investigators to review and sign. Notification of orders to review and sign are sent to primary investigator's Epic In Basket.

**Pend Orders from Medications & Orders**

From the Multi Provider Schedule

1. Open the Clinical Research Clinic appointment that you need to place orders on

   
   ![Clinical Research Clinic Schedule]

   

   Encounter will open

2. Select **Navigator**

3. Select **Meds & Orders**

4. Type in order you are interested in and select **New Order** to search
5. Select the After Visit order type

6. Select Accept

7. Fill in the calendar date the order is expected to be completed.

8. Add Research subject as the Encounter Diagnoses

9. Select Accept
10. Select **Pend** once all orders have been entered.

The Pend Orders window opens:

11. Select Physician Will Sign for **Reason for Pending**
12. Add additional comments as needed
13. Select **Accept**

**Pend Orders from SmartSets**

From the Multi Provider Schedule

1. Open the Clinical Research Clinic appointment that you need to place orders on
Encounter will open

2. Select Navigator
3. Select Smartsets
4. Type in research standard orders and select Add
5. RSH: Research Standard Orders smartset will be added. Select Open SmartSets

Smartsset will open

6. Select orders
7. Add additional orders with Ad-hoc Orders
8. Select Pend
Send InBasket Message to Primary Investigator

From the Multi Provider Schedule
1. Select the In Basket activity from the toolbar
2. Select New Msg

Enter Staff Message window opens
3. Add the Primary Investigator or provider responsible for signing orders
4. Select High Priority
5. Add message Subject
6. Add subject’s name to Patient
7. Use "RSHPNDORDERS" smartphrase to add directions to Notes
8. Click Accept

**It is recommended to set up a communication pathway (i.e. page, phone) with the PI or provider responsible for signing orders to notify them of the Epic In Basket message.**
Locate and Sign Pended Orders (Licensed Providers)

From the In Basket
1. Select **Staff Message** folder
2. Select message
3. Review message details

**In Basket**

Beacon, Test One

- Male, 36 y.o., 6/19/1982
- Weight: 75 kg (165 lb 5.5 oz)
- Phone: 319-555-8789 (H)
- PCP: Laux, Douglas E, MD
- MRN: 00001171
- MyChart: Inactive
- Next Apt: None

**Sign Orders**

- Please follow the directions to locate, review and sign pended orders for this subject.
- Select Pt Station in the upper left corner
- Subject's name will appear in Pt Station window. Select the subject's name
- Select the CRU encounter
- Select 'Pended' link in the Meds & Orders section
- A box will appear with the subject's orders. Select the coordinator's name to check each order.
- Edit, review and sign the orders
4. Select Pt Station

5. Select subject from Patient Lookup window

6. Select correct Clinical Research Clinic appointment

7. Select the ‘Pended’ link from Medications & Orders section

8. Select check box in front of your coordinator’s name to select the orders they have pended

9. Select Select Pended
10. Edit and review orders as needed.
11. **Sign** orders

**Questions?**
If you need assistance with this process, please call the Help Desk (6-0001).