

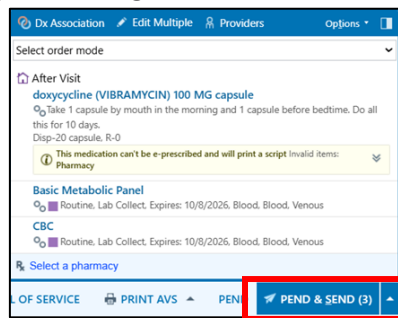
Ambulatory: Pended Orders

Nurses can add orders and pend them for a clinician to sign. This can be done during the visit, or they can be pended and then sent to the provider to be signed via In Basket.

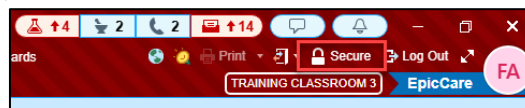
During the Visit

Nurse: Pend the Orders

1. Nurse adds the orders as usual.
2. Associate the orders with a valid diagnosis.
3. Once all orders have been added, Click **Pend**.
 - The orders will be displayed as **Unsigned Orders**

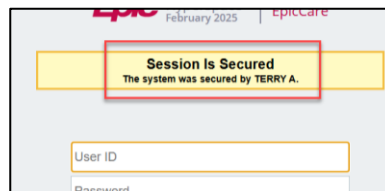


4. When rooming is complete, **Secure** the workstation.

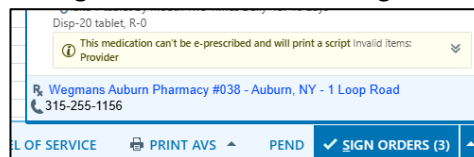


Provider: Sign the Orders

1. Provider logs in from the nurse's **Secure** screen.



2. The Order window opens, indicating there are orders needing to be signed.



3. Review and **Sign** the orders.

NOTE: If the pended orders are not signed the day they are placed, the authorizing provider will receive an unsigned orders In Basket message the next day. These messages can be found in the **My Unsigned Orders** folder.

Pend & Send Orders

TCOE Created: 04.22.2024 KLJ*DMG

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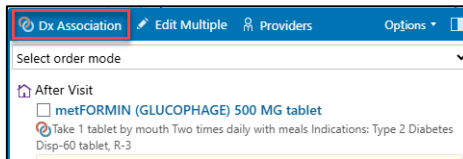
Use Pend and Send for Non-Face-to-Face Visits

Nurses can send pending orders to a clinician to sign via In Basket message. The In Basket **Pending Orders** folder allows clinicians to identify and appropriately prioritize signing these orders so that they're available when the patient needs them. Clinicians can sign the orders without leaving In Basket.

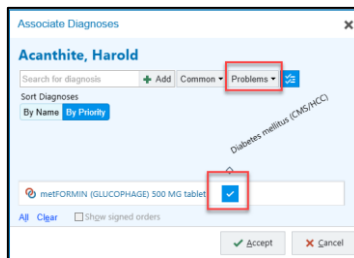
Nurse: Send Pending Orders

1. Add your orders as you normally would.
2. Associate the orders with a valid diagnosis.

- Click DX Association

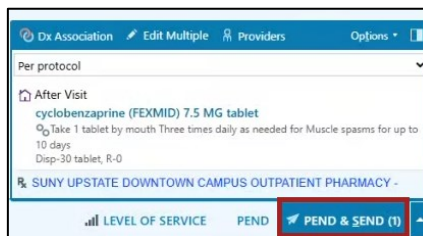


- Select the appropriate diagnosis and click Accept
 - If the order has been ordered previously or is a refill, it might already be associated
 - If it is not already associated, select a diagnosis from the Problem List drop down menu



3. Select **Pend & Send**.

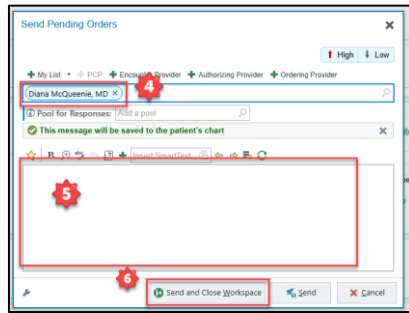
- The **Pend & Send** option will pend the orders queued up and route them to the selected recipient.



4. In the **Send Pending Orders** Window, enter the provider who needs to sign orders in Recipients field.
5. Add any routing information or notes that are needed for the orders.

- This message will be part of the legal record.

6. Click **Send and Close Workspace**.



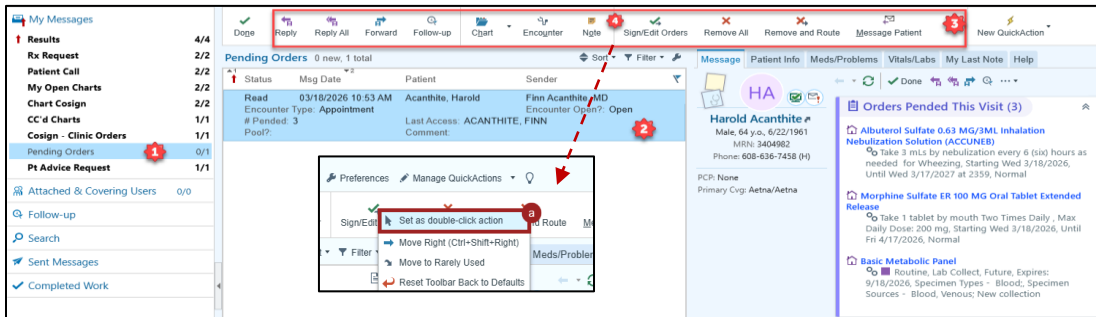
Providers: Review & Sign Your Pending Orders

1. Open In Basket and select the **Pending Orders** folder.
2. Review the message associated with the pending order
3. Choose which action you would like to take from the In Basket taskbar.

➤ The action you take will ask you to complete more information

4. Sign/Edit Orders.

- a. An optional setting is available for Sign/Edit orders. Right click the Sign/Edit orders button, click **Set as Double-Click Action**. Now Double-click to Sign or Edit orders is on by default.



5. Associate Orders if they have not been associated by the nurse.

➤ You can check the diagnosis by **Hovering** over the  icon

6. The **Notes** section is closed by default. Click **Show** to open the section for more information.
7. Check the **Sign Encounter** checkbox to sign the encounter when signing the order.
8. Click **Sign** if routing is not needed. Click the **Sign and Route** button when routing is needed when signing the order.

