

MSK Order Entry

Responsibilities

Schedulers:

- Follow all MSK workflows.
- Use MSK Chat and Bria Chat appropriately.
- Enter orders accurately with complete information.

MSK Scheduling Team:

- Review MSK orders and scripts.
- Return patient calls within 24–48 business hours.
- Provide instruction to schedulers via MSK Chat.

Procedures

Scheduling MSK

- All MSK exams are scheduled by the MSK Scheduling Team.
- Includes all AMI and JV office locations.
- Schedulers do not schedule these exams independently.

MSK Chat Workflow

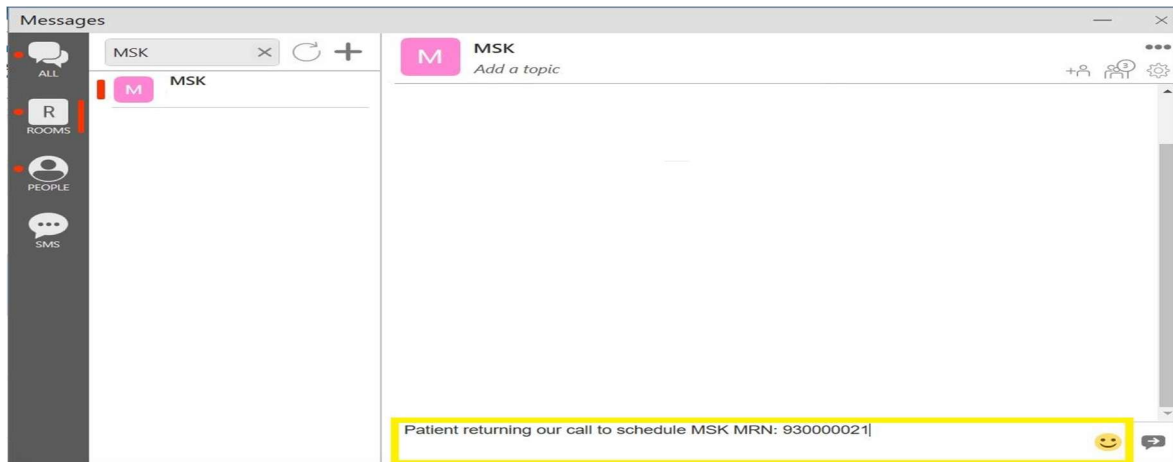
Use MSK Chat ONLY for patients returning calls regarding MSK questions.

Do NOT use MSK Chat for:

- First-time callers
- Email replacement to MSK order entry

Steps:

- Inform the patient you are confirming MSK team availability and place them on hold.
- Send the MRN in MSK Chat.
- Follow the MSK scheduler’s response and instructions.



Order Entry for MSK

Required Exam Name for ALL MSK orders:

US Soft Tissue MSK | 76881

Order Entry Requirements:

- Complete all sections including referring provider, diagnosis, and screening questions.
- Obtain script whenever possible—delays may occur if missing.
- Inform patients they will receive a call within 24–48 business hours.

Exam Selection

Patient Information

Search Patient:

Exam(s)

Choose Profile:

Exam(s) **Exam1** Exam2 Exam3 Exam4 Exam5

*Modality:

*Exam:

MSK Task Workflow

- Add the MSK Task after entering the order and uploading the script.
- The task will be visible in the “Confirmation” screen
 - The icon will display as a bold/underlined M or MSK depending on location in Fuji.
- Document pertinent details such as language needs or special considerations into the task.

Confirmation

Acc #: 2074928201 Exam: US Soft Tissue MSK | 76881

Reason:
Resource: US Order Entry
Scheduled Time: Friday May 15 at 10:17 AM - Friday May 15 at 10:17 AM
Expected Arrival Time: 5/15/2026 10:17 AM
Referring Physician: NOT ON STAFF, NOT ON STAFF [Referrer Reporting](#)

Confirm Appointment:
View Order:
Documents:
ADN:
Tasks:
CHART PREP **MSK** **PreCert** **REF A/C**

TASKS
CLOSE

Accession Number: 2074928201
Modality: US
Exam: US Soft Tissue MSK
Task: MSK
Due Date:
Assigned To:

Scheduled Date/Time: 5/15/2026 10:17 AM EDT
Primary Insurance: HORIZON NJ DIRECT
Policy Number: NJX3HZN123456
Eligibility: Unknown
Notes:

Icon	Task	Notes	Created By	Completed On	Assigned To	Due Date	Q&A
C	Chart Prep	5/15/2026 10:17 AM EDT *** AUTOMATED EXAM TASK *** Created for: US Soft Tissue MSK 76881 (G. Morgan)	G. Morgan	5/15/2026			
M	MSK	5/15/2026 10:17 AM EDT *** AUTOMATED EXAM TASK *** Created for: US Soft Tissue MSK 76881 (G. Morgan)	G. Morgan	5/15/2026			
P	PreCert	5/15/2026 10:17 AM EDT ***AUTOMATED PRECERT IS REQUIRED FOR THIS EXAM*** (G. Morgan)	G. Morgan	5/15/2026		5/15/2026	

STAT MSK Orders

- Do NOT email MSK group for STATs.
- Enter order in Fuji, mark as STAT, and add MSK Task.
- Notify Bria Chat with MRN and STAT notation.
- Bria Chat is for notification only; MSK will call after reviewing the order.