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1. About ROE
Radiology Order Entry (ROE) is a web-based application that can be used to electronically order and schedule: 1) out-patient MRI, CT, ultrasound, mammography, plain film radiography, nuclear medicine, bone densitometry and nuclear cardiology; and 2) in-patient and out-patient interventional procedures including spine and joint injections.

2. Access ROE
You may access ROE three different ways:
• Type http://mghroe in your browser.
• Select the Partners Start Menu > Partners Applications > Utilities > ROE.
• Find a link to ROE in LMR and OnCall under the patient chart.
3. New user registration
For first-time users, a one-time registration is required.

Upon login, you will be redirected to a registration screen and prompted to answer a few brief questions.
4. Select ordering physician and patient

- From the ROE home page, choose “All Physicians.”

What if the ordering physician’s name is not available in the physician list? To have a name added, please call the Informatics Service Desk at 617-643-0003.

- Type the ordering physician’s last name in the free text field.
- Enter a valid patient MRN.
5. Order an exam or procedure

- Select the type of procedure you would like to order. The menu expands to show specific exam and procedure selections.
- Note that if the patient has any upcoming exams, they will be listed under Pending Exams.
6. Provide exam details

- Select exam or procedure requested
- Under Signs/Symptoms and Known Diagnoses, check the appropriate boxes to provide relevant information about the patient. Use text boxes to provide additional information.
- Note that at least one indication from Signs/Symptoms and/or Known Diagnoses must be checked to proceed.
7. Schedule an order
   • Schedule a procedure within each requisition under the “Scheduling” section
   • Select one of the following options:
     • No Preference
     • Urgent / Same Day
     • Other - Request a Date (opens the calendar for date selection)

   • Select “Save Exam.”
8. Contacts

For ROE technical assistance, please contact the Informatics Service Desk at 617-643-0003.