



Change Order Date and Time Steps Quick Reference Guide

Document version 1

The **Order Date** and **Time** fields can be changed to the correct verbal order date/time either one at a time or all together to one different order date and/or time.

- "Change date and/or time for all the orders" on the next page
- "Change date and/or time for one order in a group" on page 3

Received by:	Brown, Martha, RN	Sign All Orders:	Select Date	Select Physician:	Brown, Adam, ARNP
	Provider to Sign	Order Date		Order Time	
	Brown, Adam, ARNP	01/04/21		10:07 AM	
	Brown, Adam, ARNP	01/04/21		10:07 AM	
	Brown, Adam, ARNP	01/04/21		10:07 AM	



The **Order Date** and **Time** fields are grayed out for no verbal orders with No Signature Required in the **Provider to Sign** field. They are also grayed out and not available for Medication, Allergy, and Diagnoses Plan of Care orders.



There are two Plan of Care My Admin Console agency configurations called '**Hide verbal order time for Hospice Patients**' and '**Hide verbal order time for Private Duty Patients**' that, when set to Yes, hide the order time fields for Hospice or Private Duty patients.

Change date and/or time for all the orders

- If in the Plan of Care>Order History>Correct>Edit screen, click the Update All Orders: Select Date field.

The screenshot shows a dialog box titled "Update All Orders: Select Date". At the top, there are three fields: "Received by:" with the value "Brown, Martha, RN", "Update All Orders: Select Date" (highlighted with a red box), and "Select Physician:" with the value "No Physician Selected". Below these fields is a table with the following structure:

Provider to Sign	Order Date	Order Time
Brown, Adam, ARNP	12/10/20	5:18 AM
Brown, Adam, ARNP	12/10/20	5:18 AM

- If in the POC Update>Sign Orders screen, click the Sign All Orders: Select Date field.

The screenshot shows a dialog box titled "Sign All Orders: Select Date". At the top, there are three fields: "Received by:" with the value "Brown, Martha, RN", "Sign All Orders: Select Date" (highlighted with a red box), and "Select Physician:" with the value "Brown, Adam, ARNP". Below these fields is a table with the following structure:

Provider to Sign	Order Date	Order Time
Brown, Adam, ARNP	01/04/21	10:07 AM
Brown, Adam, ARNP	01/04/21	10:07 AM
Brown, Adam, ARNP	01/04/21	10:07 AM

Select a different order date and/or time and then select OK.

The screenshot shows a dialog box titled "Select Date/Time to Sign All Orders". It has a "Cancel" button on the left and an "OK" button on the right. In the center, there are two input fields: "Order Date" with the value "12/28/20" and "Order Time" with the value "7:09 AM".

All the Order Date and Time fields are updated to that new date and time.

The screenshot shows a table with the following structure:

Provider to Sign	Order Date	Order Time
Brown, Adam, ARNP	12/28/20	7:10 AM
Brown, Adam, ARNP	12/28/20	7:10 AM

Change date and/or time for one order in a group

A different **Order Date** and **Time** can be selected for single orders in the list using the **Order Date** and **Order Time** fields. One example of when this might be used is if the **Time** field needs to be altered to clarify the sequence of the day's Interim Orders, for example.

Provider to Sign	Order Date	Order Time
Brown, Adam, ARNP	12/25/20	8:30 AM
Brown, Adam, ARNP	12/28/20	7:10 AM

Those orders with different dates/times and also the same date but at a different time will be separated out as separate signed orders in the **Plan of Care>Order History** screen.