



Change the Type of Order (Plan of Care/Interim/ROC) Quick Reference Guide

Document version 1

Introduction

A user can change the type of order for the following order types:

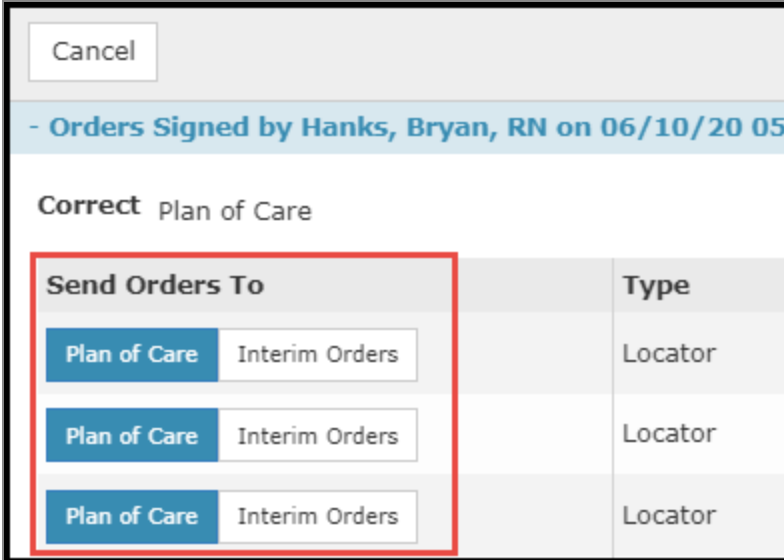
- Locators
- Order (Care Plan Items)
- VFO (Visit Frequency Orders)

Access the **Correct** button next to the order needing correction in the **Order History** screen of the Plan of Care.

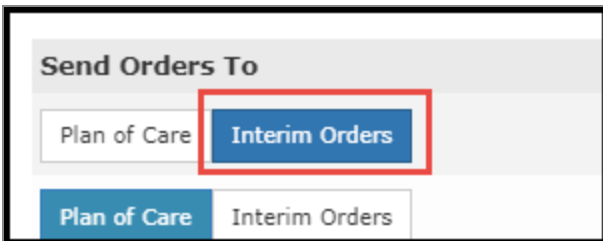


Changing the order type

Once in the **Edit** screen of the Correct function, the **Send Orders To** column is the first column.



Example: a Plan of Care order can be changed to an Interim Order if it's not an order that should be included in the initial Plan of Care sent to the physician. By clicking the Interim Orders option, that one item will be directed to an Interim Order instead.



Select **Save**.





Medications, Diagnoses, and Allergies items do NOT have the ability to move between Plan of Care, Interim, and ROC orders in this screen and are grayed out.

- Medication changes take place using the **Correct Med** function
- Diagnoses changes take place using the **Correct Dx** function
- For allergy changes, please see Step 1 of the "Resolve Allergies is blank Error" section of the *HomeOffice Web Patient Chart: POC Update and Plan of Care Training Manual*. Allergies must be removed and re-added to change their order type.

| Send Orders To | Type | Action | Item |
|-----------------------------|------------|--------|-------------|
| Plan of Care Interim Orders | Medication | + | Albuterol 9 |
| Plan of Care Interim Orders | Medication | + | ALPRAZola |

Once the type of order change is saved, the items that were redirected to a different type of order are now separated into a new order (or multiple orders depending on the changes). Orders with the same order date and time and the same provider will be grouped together in the same order. If those fields are different, they will be separated out into separate orders.

ROC orders option



Another option, **ROC**, is available if the Plan of Care Agency Configuration in the My Admin Console 'Ability to create ROC Orders' is set to Yes.

The 'Ability to create ROC Orders' configuration allows the user to direct orders to an **Interim ROC** order type, which is a Resumption of Care order type.

| Send Orders To | Type | Action |
|---------------------------------|---------|--------|
| Plan of Care Interim Orders ROC | Locator | |
| Plan of Care Interim Orders ROC | Locator | |