



# Change Physician on Interim Orders Quick Reference Guide

Document version 1

## Introduction

Whether an Interim Order is being signed in the **POC Update** or an order is being corrected before being review signed via the **Order History>Correct** button screen, the physician one or multiple interim orders are being directed to can be changed.



Plan of Care orders will always be directed to the Primary Physician assigned in the Demographics screen. An attempt to change the **Select Physician** field for a Plan of Care order will NOT change the Provider to Sign field for those orders and therefore will NOT redirect the Plan of Care orders to another physician.

There are two options to select the physician to whom these orders should be directed: the **Provider to Sign** field and the **Select Physician** field. Both of these options are only available to change for Interim Orders.

Orders:

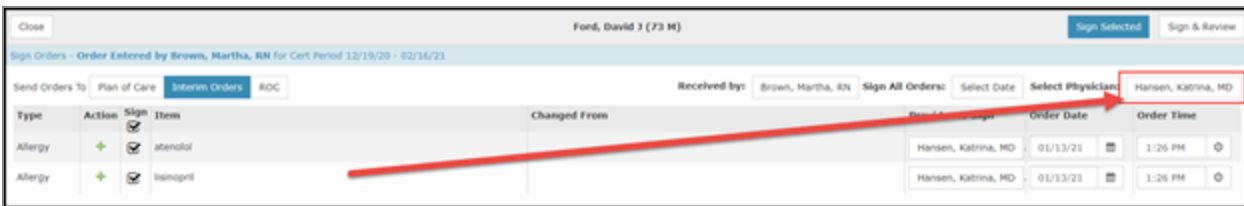
Provider to Sign	Order Date	Order Time
Carrington, Matthew, M	06/18/20	11:04 PM
Carrington, Matthew, M	06/18/20	11:04 PM

# How to change the physician on an interim order

The **Provider to Sign** field can be changed if one order needs to be directed to a different provider.

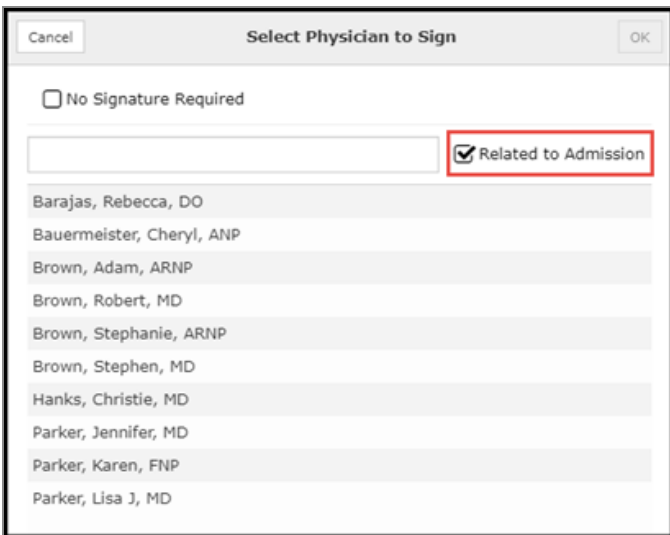


If there is a need to change the Physician for all the orders included, changing the physician in the **Select Physician** field will update all the **Provider to Sign** fields for all the orders included to the new physician selected.



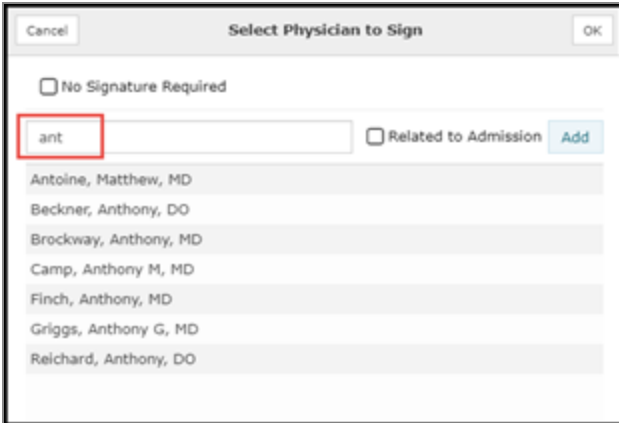
Once the **Provider to Sign** or the **Select Physician** field is selected, physicians related to the patient’s admission will default when Related to Admission is checked. This includes:

- any physician in the Referral, including consulting physicians
- the Primary Physician
- any physician that is set up as an employee of the agency



If the correct physician displays, then select him/her from the list.

If a different physician from the database is needed, deselect **Related to Admission** and start typing in at least the first one or two letters of the physician's first or last name.



Select the correct physician from the list.

If the physician needed is not found and a new physician needs to be added, please see the ["Add new physician" below](#) section below for more details on those steps.

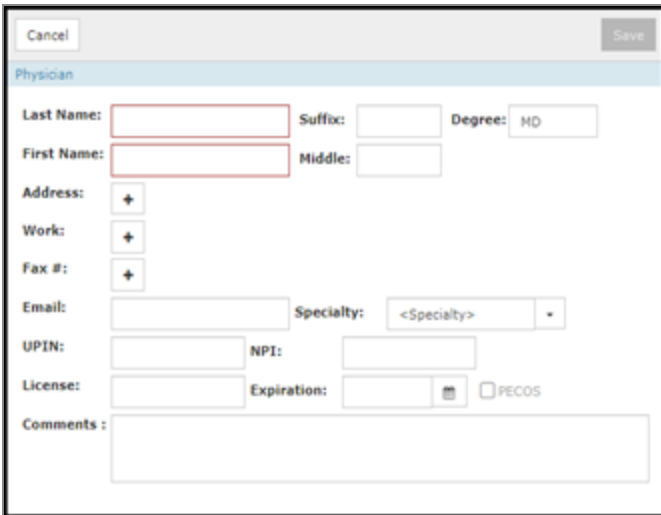
If the **Provider to Sign** field was updated for one or more single orders, the updated order(s) with a different physician will be separated out as a separate Interim order to the different physician selected.

## Add new physician

If the physician needed is not found and a new physician needs to be added, then to add a new physician, in the Select Physician screen, select **Add**.



Enter the new physician information into the screen provided. The **Last Name** and **First Name** are required fields.



A screenshot of a web form titled "Physician". The form has a "Cancel" button on the top left and a "Save" button on the top right. The fields include: "Last Name:" (text input, highlighted with a red border), "Suffix:" (text input), "Degree:" (text input with "MD" selected), "First Name:" (text input, highlighted with a red border), "Middle:" (text input), "Address:" (text input with a "+" icon), "Work:" (text input with a "+" icon), "Fax #:" (text input with a "+" icon), "Email:" (text input), "Specialty:" (dropdown menu with "<Specialty>" selected), "UPIN:" (text input), "NPI:" (text input), "License:" (text input), "Expiration:" (text input with a calendar icon), and a checkbox for "PECOS". A "Comments:" text area is at the bottom.

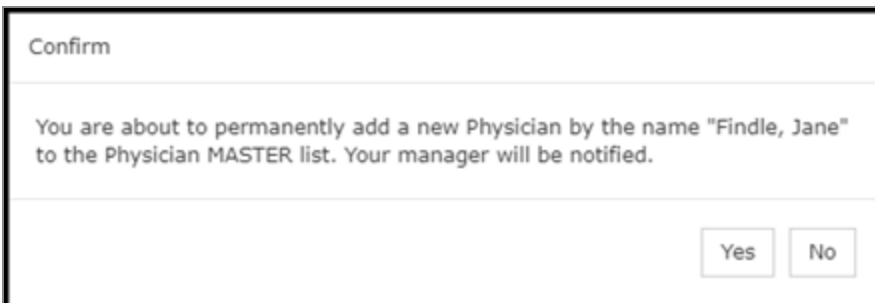
Select **Save** to save this new physician information.

A confirmation prompt displays reminding the user they are going to add a new Physician to the Physician Master list and do they want to proceed?



A confirmation dialog box titled "Confirm". The text inside reads: "You are about to add a new Physician by the name 'Findle, Jane' to the Physician MASTER list. Are you sure you want to do this?". At the bottom right, there are two buttons: "Yes" and "No".

Selecting **Yes** to the above message will then display a second confirmation message:



A second confirmation dialog box titled "Confirm". The text inside reads: "You are about to permanently add a new Physician by the name 'Findle, Jane' to the Physician MASTER list. Your manager will be notified.". At the bottom right, there are two buttons: "Yes" and "No".

After selecting **Yes** to the second prompt, the physician will be available for selection in the **Select Physician** screen.



The new physician will be added to the physician database and a secure message will be sent to the database manager assigned for your agency that a new physician was entered. That secure message can be seen in your Sent messages box.

