



Make Orders Verbal or No Verbal Quick Reference Guide

Document version 1

Introduction

Orders can be made verbal or no verbal. Verbal orders have a **Provider to Sign** indicated and no verbal orders have **No Signature Required** in the **Provider to Sign** field.

Provider to Sign	Order Date	Order Time
Brown, Adam, ARNP	12/28/20	7:43 AM
No Signature Required		
Brown, Adam, ARNP	12/28/20	7:43 AM

The order with a **Provider To Sign** will flow to the Plan of Care as a Verbal Order to be sent to the physician. The orders with 'No Signature Required' in the **Provider to Sign** field will flow to the Plan of Care as No Verbal orders that will not be sent to the physician.



If the Plan of Care Agency Configuration '**Default D/C'd items non-verbal orders**' is set to Yes, then discontinued Clinical Orders, Locator, VFO and Allergy entries will default to **No Signature Required**.

Type	Action	Signs	Item	Changed From	Provider to Sign	Order Date	Order Time
Order			Goal: Improved Balance to 4/5 In Standing Without Assistance Device		No Signature Required		
Order			Long Term Goal: Improved Balance to 5/5 In Standing Without Assistance Device		Carrington, Matthew	01/26/20	2:14 PM

The **No Signature Required** orders will be separated out from the orders with a physician identified in the **Provider to Sign** field as two separate signed orders in the POC Update>Summary/Sign screen.

Laubach, Irene (90 F)																														
Overview	Cert Period 06/05/20 - 08/03/20 Add Draft																													
Locators	Medical Record # 36010016 Primary MD: Carrington, Matthew, MD																													
Diagnoses	<table border="1"> <thead> <tr> <th>Type</th> <th>User</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Interim Orders</td> <td>Parker, Kelly, PT</td> <td></td> </tr> <tr> <td>Interim Orders</td> <td>Brown, Martha, RN</td> <td>07/29/20 02:15 PM</td> </tr> <tr> <td>Interim Orders</td> <td>Brown, Martha, RN</td> <td>07/29/20 02:15 PM</td> </tr> <tr> <td>Interim Orders</td> <td>Hanks, Candace, OT</td> <td>06/23/20 03:31 PM</td> </tr> <tr> <td>Interim Orders</td> <td>Hanks, Candace, OT</td> <td>06/18/20 09:03 PM</td> </tr> <tr> <td>Interim Orders</td> <td>Parker, Kelly, PT</td> <td>06/15/20 11:50 AM</td> </tr> <tr> <td>Plan of Care</td> <td>Parker, Jennifer, PT</td> <td>06/09/20 10:27 AM</td> </tr> <tr> <td>Plan of Care</td> <td>Parker, Kelly, PT</td> <td>06/06/20 02:04 PM</td> </tr> </tbody> </table>			Type	User	Date	Interim Orders	Parker, Kelly, PT		Interim Orders	Brown, Martha, RN	07/29/20 02:15 PM	Interim Orders	Brown, Martha, RN	07/29/20 02:15 PM	Interim Orders	Hanks, Candace, OT	06/23/20 03:31 PM	Interim Orders	Hanks, Candace, OT	06/18/20 09:03 PM	Interim Orders	Parker, Kelly, PT	06/15/20 11:50 AM	Plan of Care	Parker, Jennifer, PT	06/09/20 10:27 AM	Plan of Care	Parker, Kelly, PT	06/06/20 02:04 PM
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Medications																														
Care Plan																														
Visit Freq Orders																														
Summary																														
Summary/Sign																														

In the Plan of Care>Order History, they will be two separate orders also:

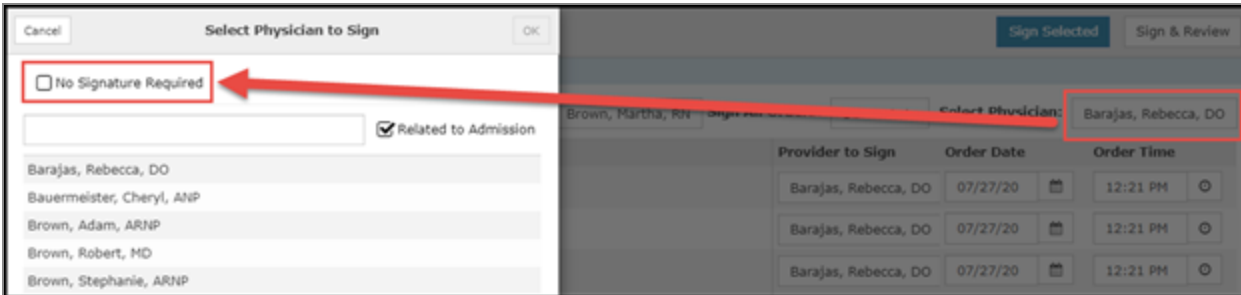
Start of Care	Medical Record No.	Insurance	Certifi
04/06/2020	36010016	Medicare	06/05/2
Primary Physician		Patient	
Matthew Carrington, MD 815 SW Bond St Central City, MA 97701 (555) 555-2811 Fax (555) 555-6443		Laubach, Irene 101 Any Street Central City, MA 97701	
Interim Orders			
Goals/Rehabilitation Potential/Discharge Plans		PT Goals: Long Term Goal: Improved Balance to 5/5 In Standing Without Assistance Device within cert period	
Clinician's Signature and Date		Martha Brown RN *E-Signature* 07/29/2020 @ 02:15 PM VO Date 07/29/2020 02:14 PM	
Physician's Signature and Date		Matthew Carrington, MD	
Interim Orders			
Goals/Rehabilitation Potential/Discharge Plans		PT Goals: Goal: Improved Balance to 4/5 In Standing Without Assistance Device within cert period	
Clinician's Signature and Date		Martha Brown RN *E-Signature* 07/29/2020 @ 02:15 PM (No Verbal Date)	
Physician's Signature and Date		Matthew Carrington, MD	

See below for instructions on:

- "How to make all orders no verbal" on the next page
- "How to make all orders verbal" on the next page
- "How to make individual orders no verbal" on page 5
- "How to make individual orders verbal" on page 5

How to make all orders no verbal

If all the orders being signed in the **POC Update>Sign Orders** screen or corrected in the **Plan of Care>Order History>Correct>Edit** screen need to be made no verbal, click the **Select Physician** field and check the **No Signature Required** box.



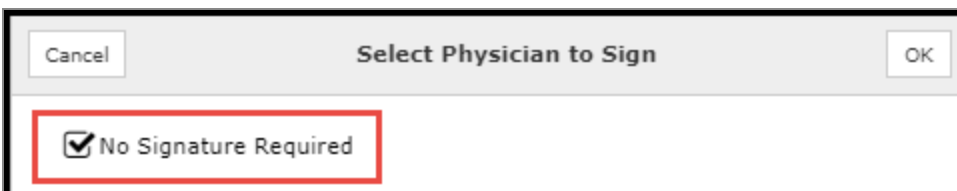
Select **OK**.

This will update the **Provider to Sign** field for all orders to **No Signature Required** and remove the **Order Date** and **Order Time** for all orders.



How to make all orders verbal

If all the orders being signed in the **POC Update>Sign Orders** screen or corrected in the **Plan of Care>Order History>Correct>Edit** screen need to be made verbal, click the **Select Physician** field. If the **No Signature Required** box is checked, uncheck it.



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, and any physician that is set up as an employee of the agency. If the correct physician displays, then select him/her from the list.

The screenshot shows a dialog box titled "Select Physician to Sign". At the top left is a "Cancel" button and at the top right is an "OK" button. Below the title bar, there is a checkbox labeled "No Signature Required" which is unchecked. Below that is a text input field. To the right of the input field is a checkbox labeled "Related to Admission" which is checked and highlighted with a red rectangular box. Below the input field is a list of physician names and their credentials:

- Barajas, Rebecca, DO
- Bauermeister, Cheryl, ANP
- Brown, Adam, ARNP
- Brown, Robert, MD
- Brown, Stephanie, ARNP
- Brown, Stephen, MD
- Hanks, Christie, MD
- Parker, Jennifer, MD
- Parker, Karen, FNP
- Parker, Lisa J, MD



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.

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.

The screenshot shows the same "Select Physician to Sign" dialog box. The "No Signature Required" checkbox is still unchecked. The text input field now contains the letters "ant" and is highlighted with a red rectangular box. To the right of the input field, the "Related to Admission" checkbox is now unchecked, and a blue "Add" button is visible. Below the input field is a list of physician names and their credentials:

- Antoine, Matthew, MD
- Beckner, Anthony, DO
- Brockway, Anthony, MD
- Camp, Anthony M, MD
- Finch, Anthony, MD
- Griggs, Anthony G, MD
- Reichard, Anthony, DO

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 *HomeOffice Web Patient Chart: POC Update and Plan of Care Training Manual* "POC Update>Select Physician/Provider to Sign" section for instructions.

How to make individual orders no verbal

If individual orders being signed in the **POC Update>Sign Orders** screen or corrected in the **Plan of Care>Order History>Correct>Edit** screen need to be made no verbal, click the **Provider to Sign** field and check the **No Signature Required** box.

The screenshot shows a dialog box titled "Select Physician to Sign" with "Cancel" and "OK" buttons. A red box highlights the "No Signature Required" checkbox, which is currently unchecked. Below the checkbox is a search bar and a checked "Related to Admission" option. A list of providers is visible below, including "Antler, Jillian, MD" and "Bauermeister, Cheryl, ANP".

Select **OK**.

This will update the **Provider to Sign** field for that one order to **No Signature Required** and remove the **Order Date** and **Order Time** for that order.

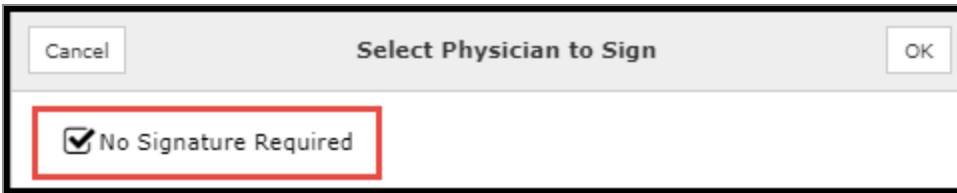
The screenshot shows a table with three columns: "Provider to Sign", "Order Date", and "Order Time". The "Provider to Sign" cell contains "No Signature Required". The "Order Date" and "Order Time" cells are empty, indicating they have been removed for this order.

How to make individual orders verbal

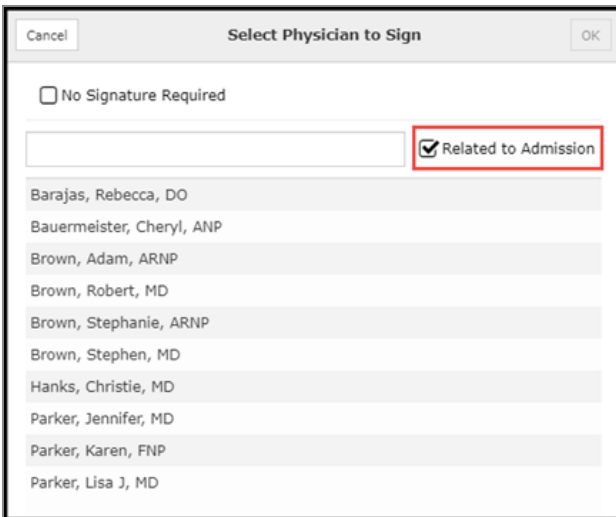
If an individual order being signed in the **POC Update>Sign Orders** screen or corrected in the **Plan of Care>Order History>Correct>Edit** screen needs to be made verbal, click the **Provider to Sign** field that currently indicates **No Signature Required**.

The screenshot shows the same table as the previous image. The "Provider to Sign" cell, which contains "No Signature Required", is highlighted with a red box to indicate it is the field to be clicked to change the order to verbal.

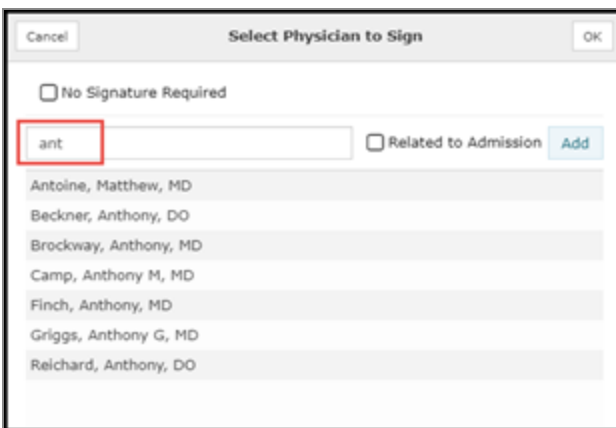
Uncheck the **No Signature Required** box.



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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 *HomeOffice Web Patient Chart: POC Update and Plan of Care Training Manual*>POC Update "Select Physician/Provider to Sign" section.