



### Orders in the Mobile App:

Entering an order to immediately reflect a medication change is appropriate if:

- 1. You are at the doctor's office and are being told this information**
- 2. Given verbally over phone from MD office**
- 3. Have a signed paper order/ prescription bottle**

To complete an order follow these steps:

- In the side bar menu select Orders; click the + sign
- Select ordering physician; medication; complete all fields including:
- Connected intervention and suggested times if med is not PRN
- At the bottom it will ask if med is an antibiotic if Yes then select reason
- At the very bottom it will ask if this was a verbal order
- If it meets one of the three criteria above select yes
- By selecting yes this will send the QA person a notification that a new order was put in and they will verify the order
- This action will change the medication for today's visit and subsequent visits
- This also prompts a pop up a notification to the next nurse that there was an order so they can review before they start that patient's care for the day. **THIS ONLY WORKS IF YOU SUBMIT YOUR VISIT. - Which is why it is critical that you complete your visit the day of and submit.**

Placing an order when it is not a verbal order: is appropriate if a PCG gives you an order or does not meet one of 3 criteria above in section I. Go to Orders and follow steps above; except:

- Verbal order: Select no
- This will send the QA person a note to send the doctor verification on this order
- Then the QA person will change it if needed on the patient's file
- This action will not change the current medications because it has not been approved by the doctor. Once approved by the MD the office will update the patient chart and you will see the change in your visit