HOME CARE ORDERS MANAGEMENT FLOW CHART

February 2022

Orders Management

View/Orders Management/Orders Pending Co-Signature

Orders Pending RN Co-Signature

User permissions allow the organization to set up specific users to require co-signature on all orders.

Select Order Type

A PDF preview of the order will appear where there is an option to **Co-Sign**, **Return**, **Download**, **Print** and **Close**.

Co-Sign

Enter the signature and signature date and select either **Co-Sign** or **Co-Sign and Approve** based on permissions and organization policy.

Co-Sign

Co-Sign and Approve

QA Center for Approval

Order Approved

View/Orders Management/Orders To Be Sent

Orders to Be Sent

Once orders are approved, the Orders To Be Sent screen will populate the items ready to be sent to the physician.

Select/ Multi-select Checkboxes

A PDF preview of the order will appear where there is an option to **Download**, **Print** and **Close**.

Print Icon

Bulk Print

Choose format to bulk print from either ZIP Archive or combined PDF document.

Mark as Sent

Once printed, select checkbox(es) next to order(s) again then select **Mark as Sent**.

Orders Pending Signature

View/Orders Management/Orders Pending Signature

Select/ Multi-select Checkboxes

Receive Orders

Individual orders are received by selecting the hyperlink, then enter received and physician signature date. Multiple orders use check-boxes and select **Receive Orders** button and confirm received and physician signature date (auto-generates today).

View/Orders Management/Orders History

Orders History

Shows order statuses. Corrections can be made to order sent date, received date or physician sign date by selecting edit icon.

Mark as Received/ Update

Enter dates then select **Update** for receiving individual orders, **Mark as Received** for multiple orders.

Export List

Export

Select **Export** to create an Excel spreadsheet of all orders in the window.

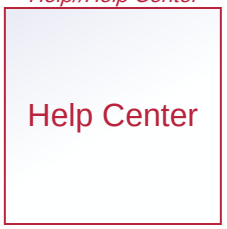
Order Notes

Select Note Icon

To view. Select **Add Note** to enter new note. Select the edit icon to update and select the **Resolve** hyperlink to remove.

Help Center

Help//Help Center



This center will provide step-by-step instructions on areas of the software, as well as instructional videos.