

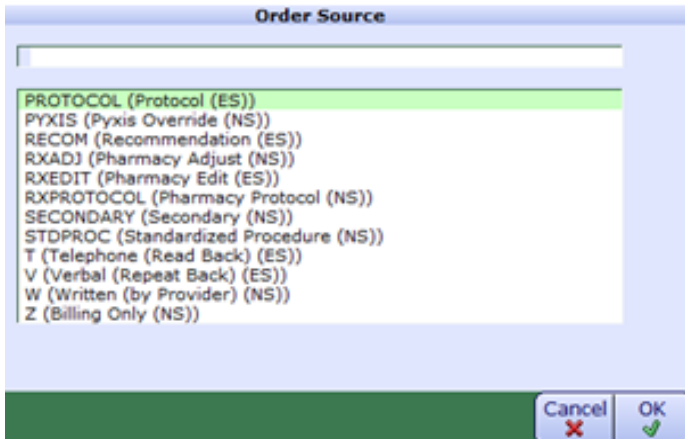
# Order Entry

## Ordering Provider and Order Source (Page 1 of 2)

MEDITECH requires the entry of an **Ordering Provider** and an **Order Source** for all orders being placed by nursing.

### Process:

1. On the Tracker, highlight the patient and click the **Order** menu button.
2. **At Ordering Physician:**
  - To search for a Provider, type a few letters of their last name in the **Ordering Physician** field, then press **F9** or **Enter** on your keyboard to see all matches.
  - The more letters you enter into the field, the shorter and more focused the results list will be.
  - Click to select the **correct provider**.
3. **At Order Source:** Click the down arrow or press F9.
  - From the list of order sources, choose accurately to ensure the correct routing of the order and expedient action.
  - **(ES)** indicates that a provider's **electronic signature** is required
  - **(NS)** indicates that **NO** provider **signature** is needed
  - Choose correctly. Selecting an incorrect order source could prevent the system from sending the order to the provider for signature.
  - The table on the next page explains each option.
4. Select the correct Order Source and click **OK**.



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## Ordering Provider and Order Source (continued) (Page 2 of 2)

The table below defines each option.

Order Sources (defined by Pharmacy)			
Mnemonic	Name	Prompt for E-Sign	Definition
PROTOCOL	Protocol	Yes	Used for orders which are approved by the Medical Executive Committee for that ministry. These orders can be initiated without first calling the physician. After entered and care begun, physician must be notified.
PYXIS	Pyxis Override	No	Pyxis Interface
RECOM	Recommendation	Yes	Used when Rehab Therapies (ST, PT, OT) enter orders that are treatment recommendations requiring a physician signature.
RXADJ, RXEDIT, RXPROTOCOL	Pharmacy Adjust Pharmacy Edit Pharmacy Protocol	No	Pharmacy use only
SECONDARY	Secondary	No	Used for orders which are based on a previously entered order with pre-defined parameters or contingencies.
STDPROC	Standard Procedure	No	Used for orders entered by nursing or other disciplines which have been approved by the Ministry Medical Executive Committee and <u>for which specific competencies have been completed.</u>
T	Telephone (Read Back)	Yes	Used when a telephone order from the physician is received by the nurse. If the nurse writes a telephone order on a paper it is still a telephone order source.
V	Verbal (Repeat Back)	Yes	Used when a nurse takes a verbal order from the physician.
W	Written (By Provider)	No	Orders that are written on a paper order form by the provider and then entered by a nurse or unit secretary.
Z	Billing	No	Not used by providers and will not send orders to

	Only		the e-sign queue.
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