

Physician Order Settings Overview

The Orders Module is the mechanism to manage the entry of physician orders. These orders will flow to either the Plan of Care (POC) document or separate Physician Order Form (POF) documents. The functionality is controlled by internal logic as well as agency-based settings. The settings are described as follows.

Administration

Located under Administration>System>Settings>Orders>Add/Modify Order Settings, the following is a breakdown of the settings page:

General Settings

Categories that print on a Physician Order Form, NOT on Plan of Care:

(Select Phys Order Category)

DNR

Diagnosis

Require MD Orders for Face to Face tracking purposes?: ☒ Yes ☐ No

Track lab results: Does your agency track one-time lab results based on Treatment/Test orders?: ☒ Yes ☐ No

Physician Signature: Does your agency use 'Order sent outside of NDoc'? ☐ Yes ☒ No

- Categories that print on a PVC, NOT on 485:** Select one or more order categories and orders charted with these categories will ONLY print on a POF and will NEVER go on a POC. A POC will NOT be required to print prior to these orders printing on a POF.
- Require MD Orders to Face to Face Tracking purposes – Y/N:** Positions agencies to use the order to manage their Face to Face collection process. The field needs to be set to Yes in order to have the Face to Face Tracking Report and the Billing Management: Ready to Bill Report track for Face to Face orders as a criteria.
- Track lab results: Does your agency track one-time lab results based on Treatment/Test orders? – Y/N:** Selecting Yes sets all future Treatment/Test orders charted as Pending until the results are charted as Obtained in the Physician Orders module or in batch mode in the Lab Results Routine.
- Physician Signature: Does your agency use 'Order sent outside of NDoc'? – Y/N:** If an agency tracks written orders outside of NDoc select Yes and these orders will not print to a POF, but will appear in Document Library for tracking signatures.

Physician Orders – Add Function Settings

Physician: default to primary physician?: ☒ Yes ☐ No

Physician: with multiple order entry, carry forward last physician?: ☐ Yes ☒ No

Order Date and Time: default to current?: ☐ Yes ☒ No

Order Date and Time: with multiple order entry, carry forward last?: ☐ Yes ☒ No

Order Time: required?: ☐ Yes ☒ No

Diagnosis: required?: ☐ Yes ☒ No

Diagnosis: default to primary diagnosis?: ☒ Yes ☐ No

Diagnosis: with multiple order entry, carry forward last diagnosis?: ☐ Yes ☒ No

Start Date: with multiple order entry, carry forward last start date?: ☐ Yes ☒ No

Urgency: with multiple order entry, carry forward last Urgency?: ☐ Yes ☒ No

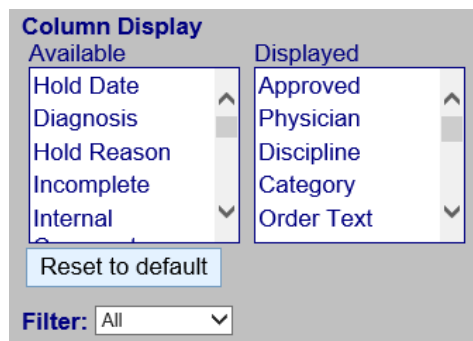
Read Back: allow orders to be written, read back & confirmed?: ☒ Yes ☐ No

Incomplete: allow adding of incomplete orders?: ☒ Yes ☐ No

Incomplete: for 'Electronically signed by', default to clinician who: ☒ started the order ☐ completed the order

- These settings control how the Order Add/Edit screens will behave.
- The settings are designed to improve workflow and promote consistency in some cases, including having certain dates and/or data carry forward in multiple entries.

Table View Settings

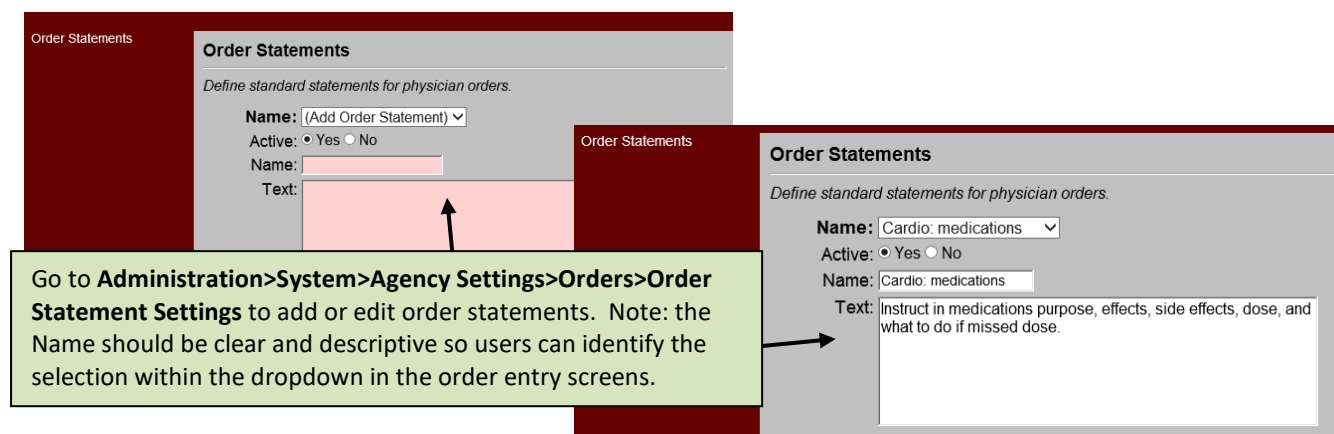


The screenshot shows the 'Table View Settings' interface. It has two columns: 'Available' and 'Displayed'. The 'Available' column contains a list of items: Hold Date, Diagnosis, Hold Reason, Incomplete, Internal, and a partially visible 'S...'. The 'Displayed' column contains: Approved, Physician, Discipline, Category, and Order Text. Below the columns is a 'Reset to default' button. At the bottom, there is a 'Filter:' dropdown menu currently set to 'All'.

- These settings allow an agency to set an agency wide standard for the columns to display and the filter to display in Patient Medications.
- At a minimum, this is what will display as a default.
- When the users access the screens, they have the ability to customize this view and add or remove columns and save their own default view.

Order Statements

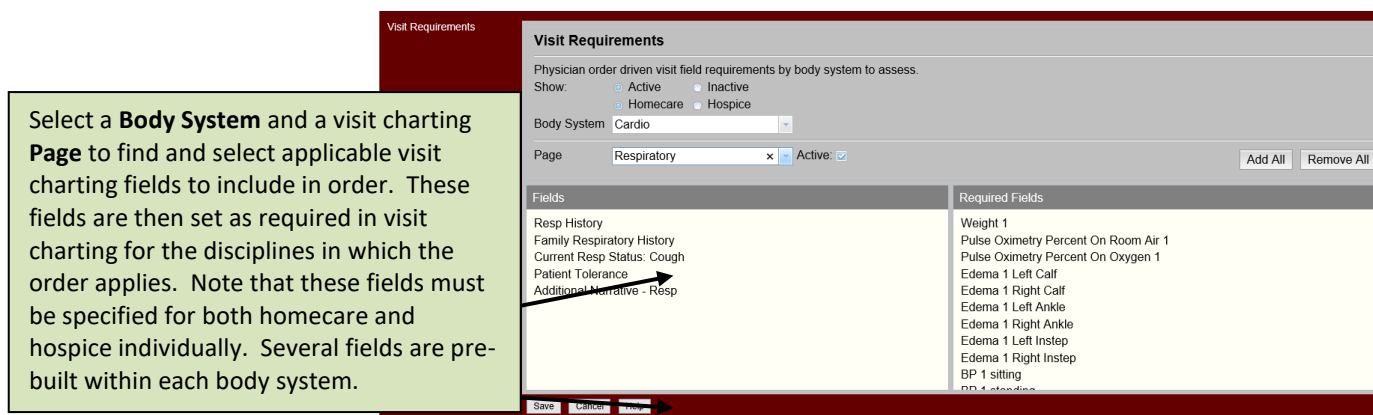
Standard Order Statements are configured within the Orders Settings Page.



The screenshot shows the 'Order Statements' configuration page. It includes a sidebar with 'Order Statements' selected. The main area has a form to 'Define standard statements for physician orders.' with fields for Name (a dropdown), Active (radio buttons for Yes/No), Name (text input), and Text (text area). A callout box on the left provides instructions: 'Go to Administration>System>Agency Settings>Orders>Order Statement Settings to add or edit order statements. Note: the Name should be clear and descriptive so users can identify the selection within the dropdown in the order entry screens.' An arrow points from this box to the 'Name' dropdown in the form. Another callout box on the right shows an example configuration with Name: 'Cardio: medications', Active: 'Yes', and Text: 'Instruct in medications purpose, effects, side effects, dose, and what to do if missed dose.'

Visit Requirements (Body System Options)

The ability to link a body system to charting fields within the order entry process is dependent on agency setting configuration. Go to Administration>System>Agency Settings>Orders>Visit Requirements Settings to configure the options for Cardio, Endo/Hema, Respiratory and/or IV body systems. Users may disable the Body System selection in Physician Orders entirely by inactivating all systems available here.



The screenshot shows the 'Visit Requirements' configuration page. It includes a sidebar with 'Visit Requirements' selected. The main area has a form to 'Physician order driven visit field requirements by body system to assess.' with options for Show (Active, Inactive, Homecare, Hospice), Body System (Cardio), Page (Respiratory), and Active (checkbox). Below the form is a table with 'Fields' and 'Required Fields' columns. The 'Fields' column lists: Resp History, Family Respiratory History, Current Resp Status: Cough, Patient Tolerance, and Additional Narrative - Resp. The 'Required Fields' column lists: Weight 1, Pulse Oximetry Percent On Room Air 1, Pulse Oximetry Percent On Oxygen 1, Edema 1 Left Calf, Edema 1 Right Calf, Edema 1 Left Ankle, Edema 1 Right Ankle, Edema 1 Left Instep, Edema 1 Right Instep, BP 1 sitting, and BP 1 standing. A callout box on the left provides instructions: 'Select a Body System and a visit charting Page to find and select applicable visit charting fields to include in order. These fields are then set as required in visit charting for the disciplines in which the order applies. Note that these fields must be specified for both homecare and hospice individually. Several fields are pre-built within each body system.' An arrow points from this box to the 'Additional Narrative - Resp' field in the table.

Orders Print Settings

Physician Order Document Settings controlled under Administration > System > Settings > Orders Print.

Print Settings -

- + General
- + Orders/Meds
- + Patient Header
- + Physician Information
- + Print Checks
- + Print Screen Options
- + Reprint
- + Signature

- These categories cover all of the document output (printing) related facets of the printed Physician Order Form (POF/PVC).
- Unless otherwise noted, these items do not control the output of POC documents
- Categories can be expanded or collapsed by using the + or - symbols.

General -

- General
 - ☐ Display document ID
 - ☐ Display barcode (Note: Setting is shared between plans of care and physician order forms)
 - ☐ Display print date
 - ☐ One order per page
 - ☐ Show allergy comments
 - ☐ Show only active allergies

- Allows customization of the document title and document layout.
- Note the Display barcode check controls the barcode application for the POC documents as well.

- Orders/Meds
 - Ordered Date/Time (Make sure date is when obtained not charted):
 - ☐ Display column
 - ☐ Display time
 - ☐ Show diagnosis
 - ☐ Show 'Read-Back' confirmation for orders
 - ☐ Show 'Read-Back' confirmation for meds

- Determines what fields are included for Orders and Meds.
- Note: Ordered time reference to when item is obtained vs. charted.

- Patient Header
 - ☐ Display visit phone
 - ☐ Display case manager
 - ☐ Display start of care date
 - ☐ Display diagnoses
 - ☐ Display allergies

Controls what key patient information is included in the header for the order.

- Physician Information
 - Ordering physician
 - ☐ Display mail format
 - ☐ Display npa
 - ☐ Display phone
 - ☐ Display fax
 - cc/(copy to) physician
 - ☐ Display npa
 - ☐ Display phone
 - ☐ Display fax

- These options control how the physician information is displayed.
- Note: the mail format produces a version that can be used with window envelopes for ease in mail delivery.

- Print Checks

- ☐ Do not require a 485 before printing
- ☐ If patient has no charted visits, do not require a 485 before printing
- ☐ If patient has no SOC date, require a 485 before printing

These checks control the timing logic for printing batched POFs.

- Print Screen Options

Maximum Batch Runs to Display:

- ☐ Default 'Disable interface transfer of documents' to 'Yes' for all reprint options

These checks control the options available on the Physician Order Form Print Screens.

- Reprint

- ☐ Update provider information
- ☐ Update ordering physician information
- ☐ Update attending physician information
- ☐ Update cc physician information
- ☐ Update diagnoses
- ☐ Update allergies

Important: Update settings apply permanently to the document and includes all information pertaining to that item, such as address, phone, fax, etc.

- These checks relate to reprint actions.
- Note: when checked, these options apply permanently to the document (e.g., if a physician's info was updated since the original printing, then the reprint will contain the updated values rather than the value displayed on the order at that time.

- Signature

- ☐ Display staff signature line
- ☐ Display signature lines on first page only

These checks control the timing logic for printing batched POFs.

Document Preview

Document Preview

Page(s) ☐ Include document for cc physician

Allows agencies to see a preview via a PDF file of what the printed POF will look like based on the settings selected within settings above.

Provider Address Order

Provider Address Order

1. Company
2. Location
3. Demographics

- Establishes a hierarchy to prioritize the pulling of Provider Address for the Physician Order based on the patient's information and the values within the respective tables (i.e., Company Table, etc.)
- For example, if the list is ordered 1. Location 2. Company 3. Demographics, then if Patient Jane Doe's location does not have an address in the table the next level of the Company Table will be populated.

Resources

The entry of physician orders and the navigation of the Orders Module are described in the NDoc FASTForm for Physician Order Forms (POF). Additionally, the process for printing these orders is detailed within the NDoc FASTForm for Printing Physician Order Forms (POF).