ORDER ENTRY FOR PROVISION OF CARE

Purpose:

To establish guidelines for the entry of medical orders into the health information record, defining who may enter orders, as well as utilization of verbal orders.

Policy:

1. Computerized physician order entry (CPOE) will be used for all orders by providers in inpatient and outpatient settings.

2. Physician verbal orders shall be utilized only in situations where clinical circumstances dictate the need for verbal orders to expedite the critical or urgent care of the patient and the ordering doctor is not available and when delay will result in a compromise in patient care. Every effort will be made to minimize the use of verbal orders.

3. Physician verbal orders shall only be accepted by the following healthcare professionals. Orders shall be appropriate and within the professional’s scope of practice:

   Registered Nurses
   Registered Pharmacists
   Licensed Respiratory Therapists
   Certified/Registered EEG Technologists
   Physical & Occupational Therapists
   Licensed Dietitians
   Licensed Radiologic Technologists
   Licensed Nuclear Medicine Technologists
   Licensed Radiation Therapists
   Licensed Medical Technologists and Technicians
   Physician Assistants
   Nurse Practitioners

4. Healthcare providers who accept the verbal order shall access the patient information in the Pelican system, enter the order as “VERBAL” mode, select the physician who gave the order and complete the order entry.

5. Verbal orders for antineoplastic agents will not be accepted.

6. Nursing staff and other healthcare professionals are permitted to act upon verbal orders provided the orders contain the appropriate information and are within the scope of practice for said healthcare professional.
7. Verbal orders shall be authenticated by the prescribing practitioner as soon as possible, but not later than five (5) days after being given.

8. Physician extenders (physician assistants, advance practice nurses, etc.) may accept verbal orders from their supervising physician; the supervising physician shall authenticate these verbal orders within 24 hours for inpatients and hospital emergency departments and 72 hours in all other cases.

9. Medical staff members, house officers and other practitioners (physician assistants, advance practice nurses, etc.) who fail to authenticate a verbal order are in non-compliance with the Rules and Regulations of the Medical Staff and may be subject to corrective action.

Administrator

2/20/13

Date

Approved Clinical Board: 10/19/99, 7/17/01, 12/17/02, 7/19/04, 6/20/06, 1/16/07, 1/15/08, 10/01/08, 8/18/09, 11/6/11, 2/21/12, 2/19/13
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