

## DME Order Workflow Overview

Care team members can submit DME orders through the Quick Orders and Charges page. Clinical staff entering an order must propose the order to a provider. DME orders can be printed or faxed through Medical Record Request.

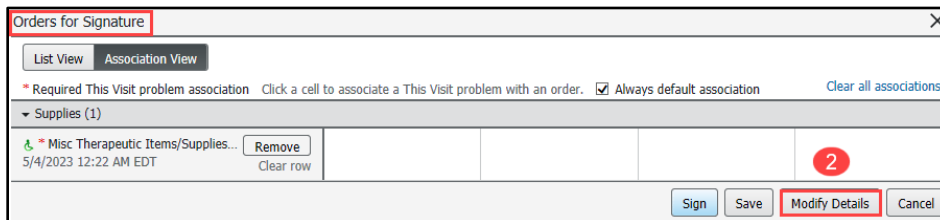
## DME Order Entry

Within patient's chart open, navigate to the Quick Orders and Charges page.

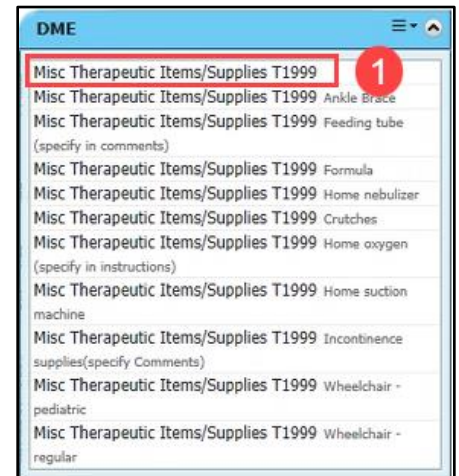
1. Select the correct order under the DME category. Select the generic order of Misc Therapeutic Items/Supplies T1999 if the available attached order sentences are not appropriate.

**Note:** Clinical Staff entering the DME order must propose the order to a provider.

2. Within Orders for Signature, click on **Modify Details**.

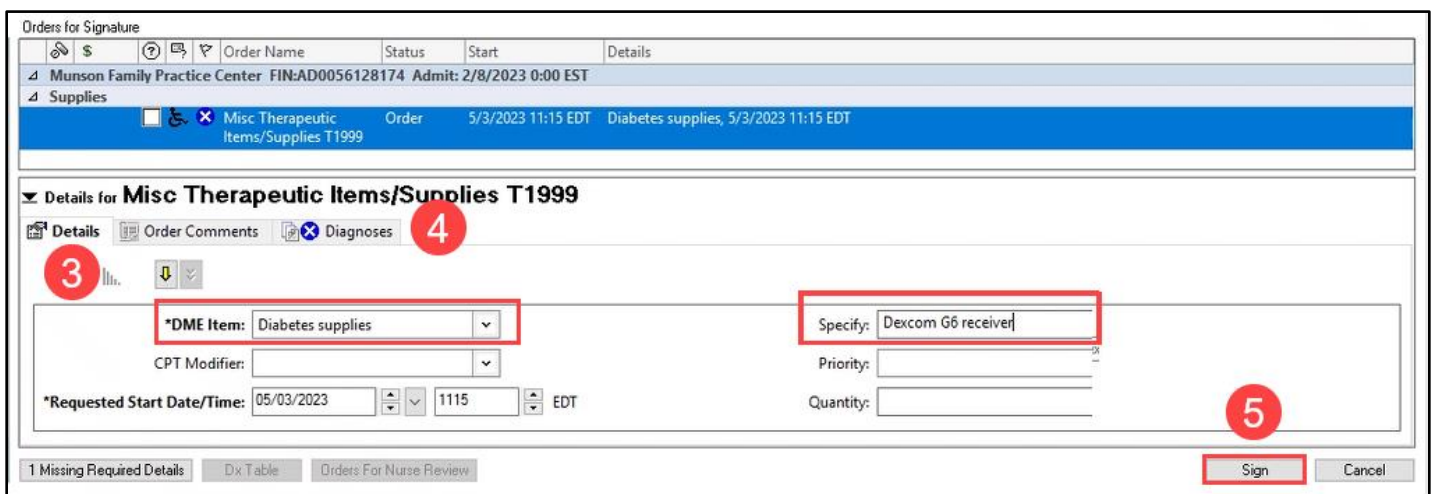


The screenshot shows the 'Orders for Signature' window. At the top, there are tabs for 'List View' and 'Association View'. Below that, there are checkboxes for 'Required This Visit problem association' and 'Always default association'. A list of supplies is shown, with one entry highlighted: 'Misc Therapeutic Items/Supplies T1999' with a timestamp of '5/4/2023 12:22 AM EDT'. A red circle '2' is placed over the 'Modify Details' button at the bottom right of the window.



The screenshot shows a dropdown menu titled 'DME'. The first item is 'Misc Therapeutic Items/Supplies T1999', which is highlighted with a red box and a red circle '1'. Other items in the list include 'Ankle Brace', 'Feeding tube', 'Formula', 'Home nebulizer', 'Crutches', 'Home oxygen', 'Home suction machine', 'Incontinence supplies', 'Wheelchair - pediatric', and 'Wheelchair - regular'.

3. In the Details tab of the order, fill in the following **required** fields:
  - Select a **DME Item** from the drop-down list.
  - Enter a supply item name in the **Specify:** field.
4. Associate an appropriate diagnosis to the order in the Diagnoses tab.
5. Click Sign.



The screenshot shows the 'Details for Misc Therapeutic Items/Supplies T1999' form. At the top, there are tabs for 'Details', 'Order Comments', and 'Diagnoses'. The 'Details' tab is active. A red circle '3' is placed over the 'DME Item' dropdown menu, which is set to 'Diabetes supplies'. A red circle '4' is placed over the 'Diagnoses' tab. A red box highlights the 'Specify:' field, which contains the text 'Dexcom G6 receiver'. A red circle '5' is placed over the 'Sign' button at the bottom right of the form. The 'Requested Start Date/Time' is set to '05/03/2023 1115 EDT'.

### Printing and Faxing DME Orders

1. Click the Medical Record Request icon on the top PowerChart toolbar, within a patient's chart.
2. Within Medical Record Request fill in the **required** fields:
  - a. Template: **AMB CP Scheduling Comprehensive** for DME orders originating in PowerChart, or **AMB CP Order Requisitions** for scanned or imported DME orders.
  - b. Purpose: **Further Medical Care**.
  - c. If faxing using the AMB CP Scheduling Comprehensive Template, click the Sections tab and select **ORD – AMB Ambulatory Procedures**.
  - d. Print or Fax the order.
    1. Click **Preview** to preview what is to be printed or faxed.
    2. Select the correct Device printer or fax name. Select !FxClinicName to enter the fax number for the Destination (enter the 10-digit fax number).

**Note:** To set a Device favorite, refer to the Fax Favorites in Medical Records Request document on the [Clinical EHR Education](#) website.

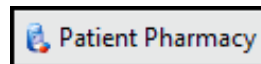
3. Click **Send**.

The screenshot shows the 'Medical Record Request' window for patient AMBWAVE, BRITTANY - AD4172952. Key fields are highlighted with red boxes and letters:

- a:** Template dropdown menu set to 'AMB CP Scheduling Comprehensive'.
- b:** Purpose dropdown menu set to 'Further Medical Care'.
- c:** 'Sections' tab selected, with 'ORD - AMB Ambulatory Procedures' checked in the list.

At the bottom, the 'Preview' button is labeled '1' and the 'Send' button is labeled '3'. The 'Device' dropdown is labeled '2'.

**Note:** To locate the fax number for the patient's pharmacy, click on the **Patient Pharmacy** icon on the top PowerChart toolbar and hover the cursor over the patient's preferred pharmacy for additional information to display (Ex: phone number, **fax number**, address).



The screenshot shows the 'Patient Preferred' search results. A tooltip for 'CVS PHARMACY' is displayed, showing the following information:

- Address: 1001 Madison St, Seattle, WA 981041263
- Tel: (800) 619-7610
- Fax: (800) 619-7611
- Pharmacy Type: Retail
- Pharmacy Attributes: