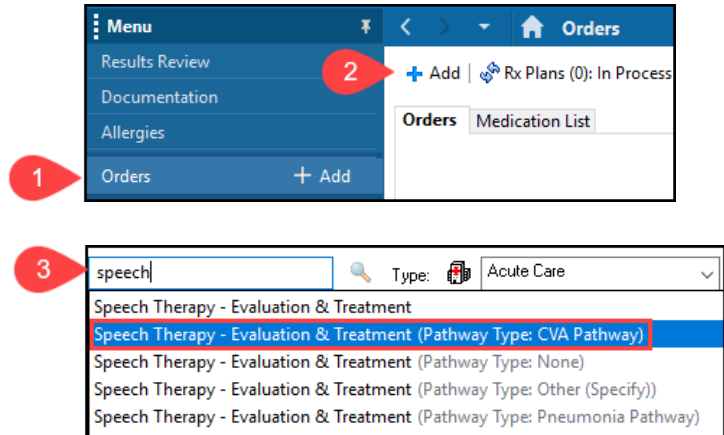## Entering Orders

Note: To avoid duplication, review current orders prior to entering new orders.

To enter orders:

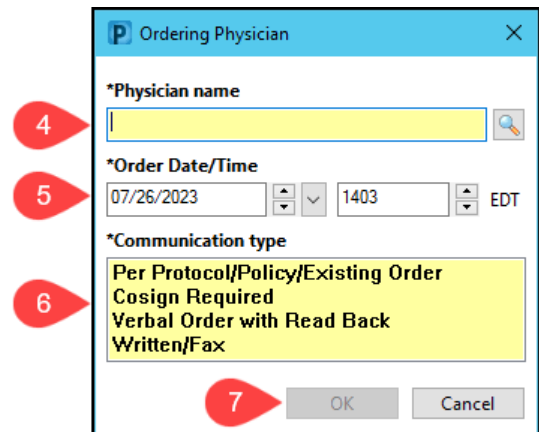1. Open the patient chart, select **Orders** from the Menu.

2. Click **+ Add**

3. Type the order name in the **Search** field, and select the desired order.

Enter:

4. Provider name.
5. Order Date/Time.
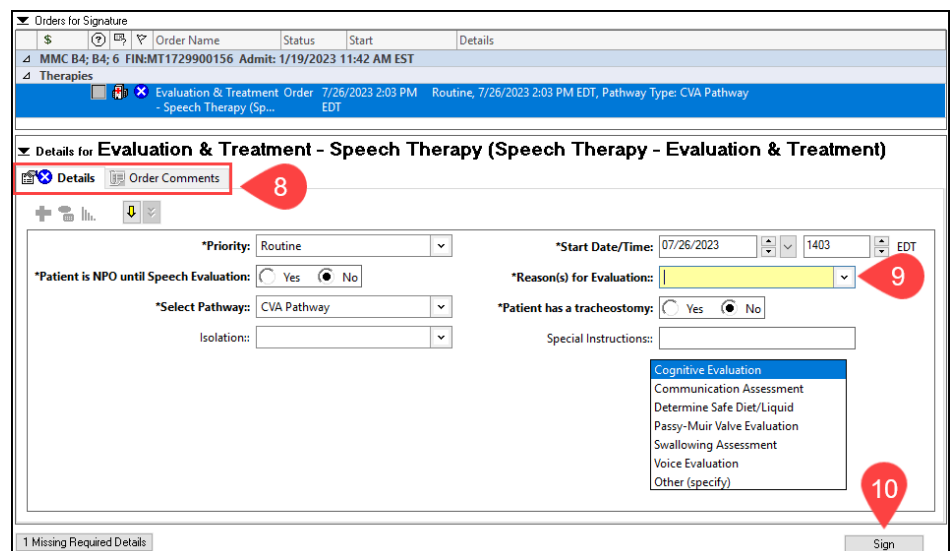6. Select the appropriate Communication type.

7. Click **OK**.

8. Fill in further order information in the Details tab, or add free text in the Order Comments tab.
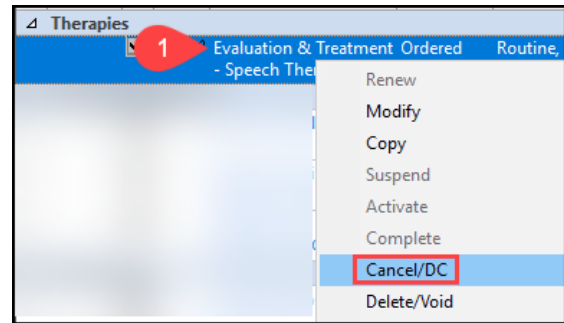
9. Address any **required** fields.

10. Click **Sign**.
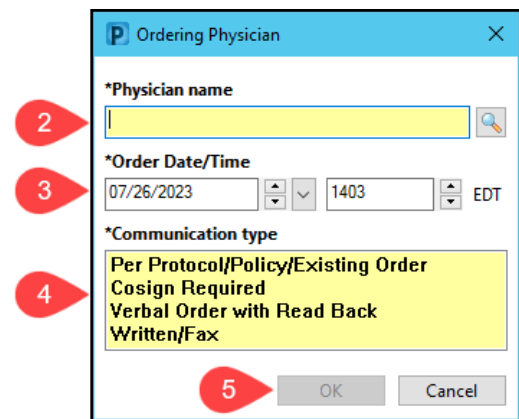
Canceling or Discontinuing Orders

Note: Use Cancel/DC if a patient no longer needs therapy services (e.g., change in medical status, passed all goals, etc.)

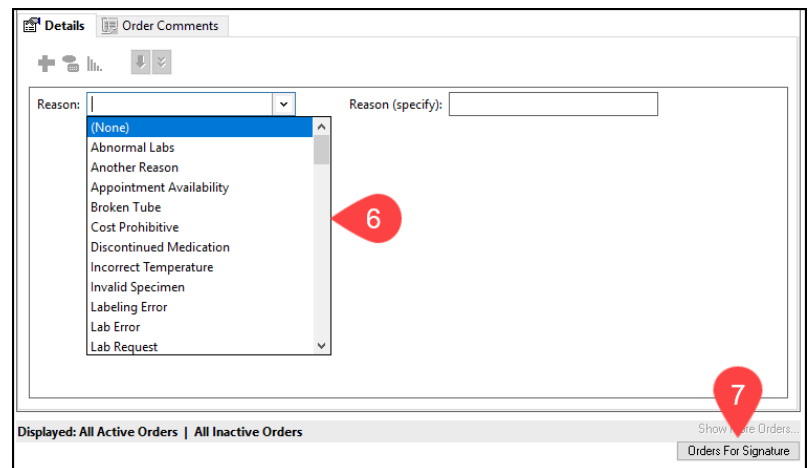1. **Right click** on the order and select Cancel/DC.

Enter:
2. Provider name.
3. Order Date/Time.
4. Select the appropriate Communication type.

5. Click **OK**.

6. Select Reason for Canceling or Discontinuing.
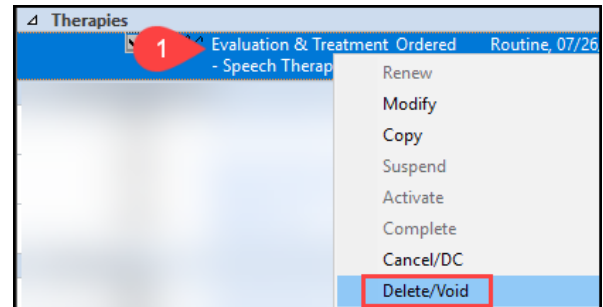
7. Click **Orders For Signature**.

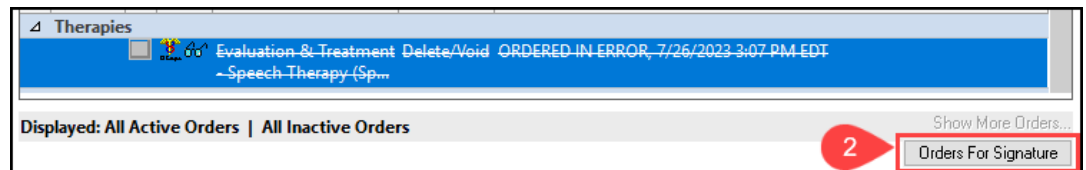8. Confirm all Details are correct and click **Sign**.

Order Management for Hospital Rehabilitation Therapists

Deleting or Voiding Orders

Note: Use Delete/Void if an incorrect order was entered, or an order was entered on the wrong patient.
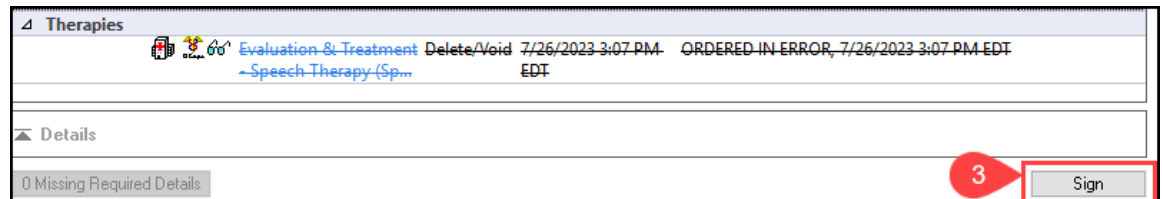
1. **Right click** on the order and select Delete/Void.
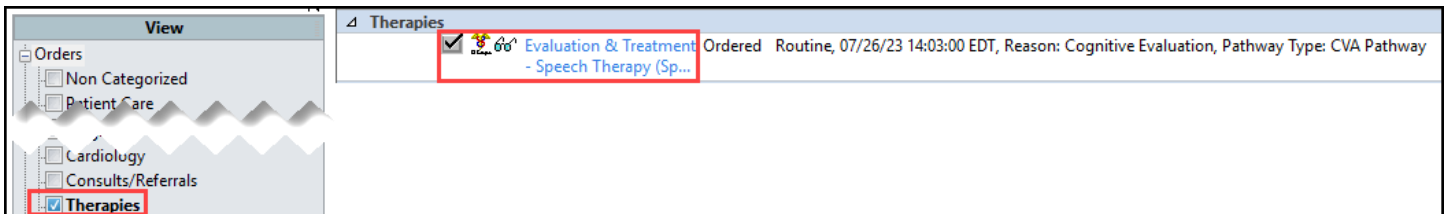
2. Click **Orders For Signature**.

3. Click **Sign**.

Viewing Therapy Orders

Rehabilitation Therapy orders can be viewed from the patient's chart in the Therapies section of the Orders View pane.

Viewing PowerPlans

A PowerPlan is a set of orders on a specific topic that can be initiated together to address a common problem or complaint. Some PowerPlans include therapy orders.

1. Ordered PowerPlans are located under **Plans** in the Orders View navigator.