

Order Communication Types

When entering orders, it is important to select the correct communication type for the order. The following will explain the differences of each communication type.

- **Per Protocol/Policy/Existing Order**

- Use for orders placed on a patient that has an approved protocol ordered by a provider or an existing order in the chart that has been signed by a provider.
- Per Protocol example: The Anticoagulation Management protocol order is entered by the provider. Nursing could then order anticoagulation lab work as communication type Per Protocol.

- **Cosign Required**

- Use for Munson Healthcare approved standing orders. Staff enters the order(s) which is routed to the provider whose name is entered for co-signature. The order can be acted on immediately (even if the provider has not yet signed the order).
- For example: A patient presents with UTI symptoms. An approved standing order exists for a urinalysis to be done based of the patient's symptoms. Staff orders a urinalysis as a Cosign Required order, completes the testing, and the order is routed to the provider to co-sign.
- See Policy Stat for all approved standing orders.
- This may be used for orders placed from existing patient Recommendations on the workflow page.

- **Verbal Order with Read Back**

- Not commonly used in ambulatory settings. This communication type should only be used for Emergent Orders and can only be accepted by licensed or registered professionals.
- For example: A patient has severe asthma exacerbation, and a provider gives verbal orders for emergent treatment.

- **Written/Fax**

- Use for a written or faxed order that includes patient demographics and a provider's signature.
- Scan the original written or faxed order into the patient's chart.
- Example: A faxed order is received from a provider for an echocardiogram. Staff places an electronic order for the test to be performed and scans in the original order.

- **Proposed Order**

- Use for orders when a standing order or protocol is not applicable. Medications should always be proposed.
- The order is not active until the provider signs the order.
- Example: A patient requests a medication renewal. Staff enters the order as a proposed order and sends it to the provider via Message Center for approval. The prescription will be sent to the pharmacy once the provider signs the proposed order.

