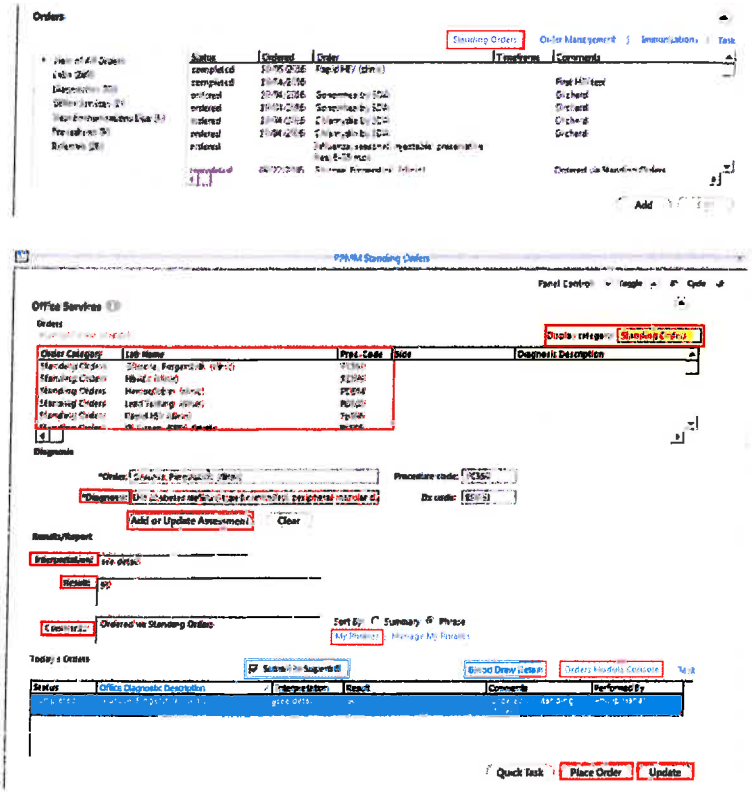
How to Create Standing Orders

Standing orders are written protocols approved by a physician . . . that allow our primary care HSSs to assess the need for and administer vaccines to or perform specific tests for patients meeting certain criteria, such as age or underlying medical condition. Notation of the standing order must be documented in the individual medical record.

Creating Office Lab Orders:

- Open the **** Intake*** template
- Click ***Standing Orders*** link from the Orders panel
- Click the ***Display Category*** field
- Select ***Standing Orders*** category
    - The grid will update to display the labs available in the category
- Select the applicable lab
- Click ***Diagnosis*** field to assign a diagnosis code
- Document ***See Details*** in the Interpretations field
- Document ***Results***
- Click ***My Phrases*** link to complete notations: "Ordered via Standing Order"
- Click ***Submit to Superbill*** to trigger charges
- Click ***Place Order***

NOTE: An existing order can be modified by selecting the order and clicking Update



How to Create Standing Orders

Creating a Lab Order via the Orders Module:

- Access the Orders Module from the Tic Tac Toe or Click ***Orders Module Console*** link on the Standing Orders template
- Select a diagnosis code
- Click ***By Category*** to select ***Standing Orders***
- Select the applicable lab from the orders included in the Standing Order Category
- Click ***Save and Send***
    - The lab requisition will automatically print
- Close the Orders Module Console
- The ***Blood Draw Details*** link is available on the Standing Order and * Posting templates

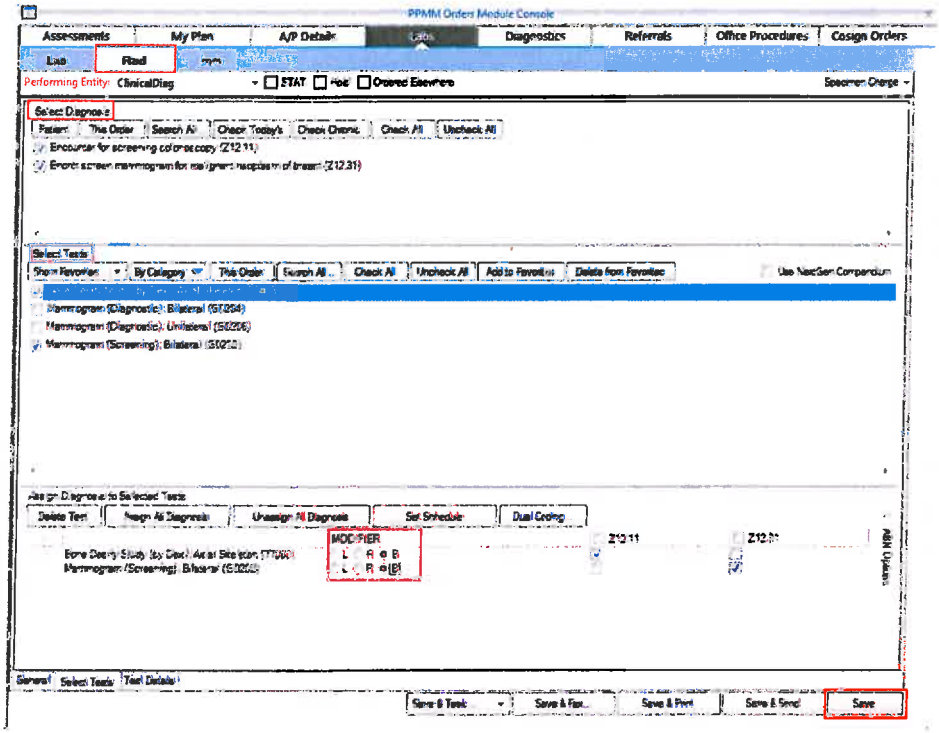
Note: HSS must set the lab printer as their Default Printer in the Start menu.

Creating a Radiology Order:

- Access the Orders Module from the Tic Tac Toe or Click ***Orders Module Console*** link on the Standing Orders template
- Click ***Rad*** tab
- Select diagnosis code
- Select ***Modifier***
    - Set B(ilateral) as the modifier for Dexa

- Click ***Save***

Note: HSS must set the lab printer as their Default Printer in the Start menu.

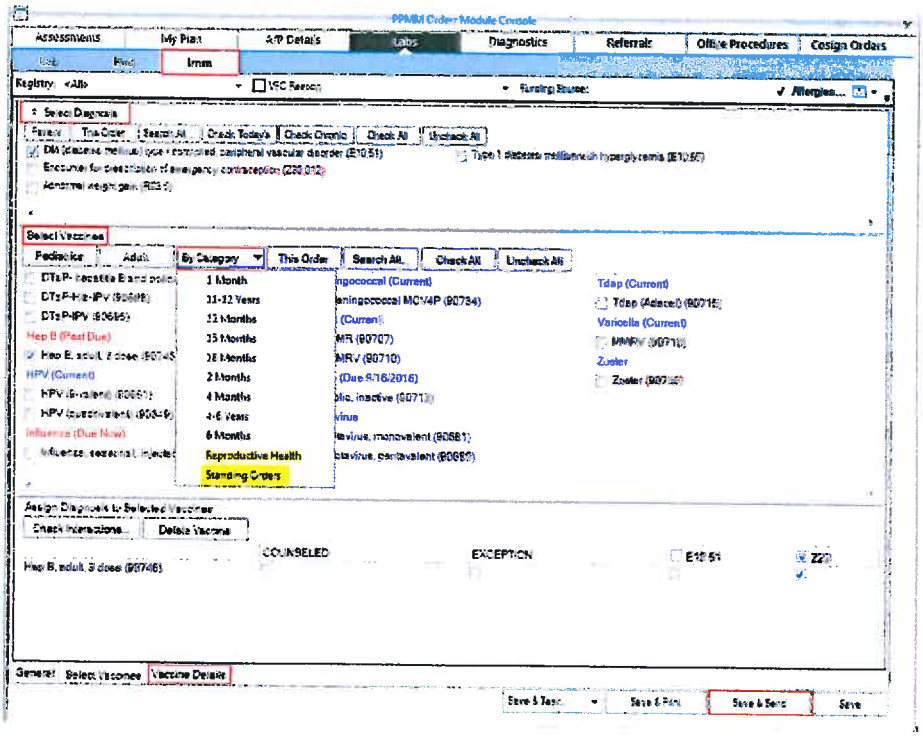


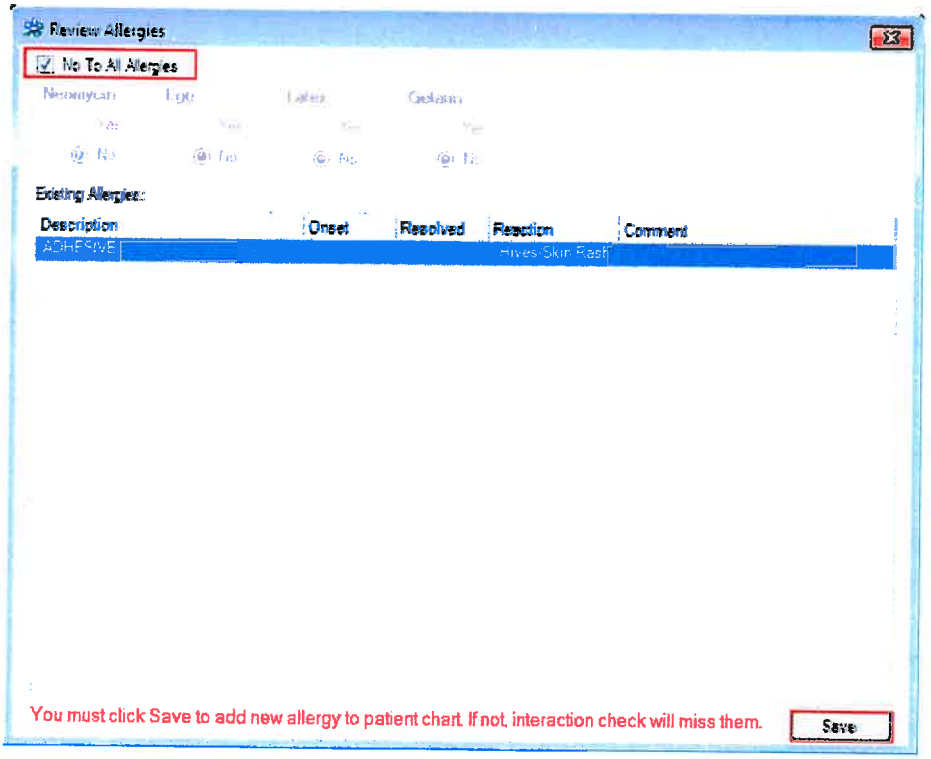
Perform Adult Immunization Standing Order:

- Access the Orders Module from the Tic Tac Toe or Click ***Orders Module Console*** link on the Standing Orders template
- Click ***Imm*** tab
- Select diagnosis code
- Click ***By Category*** to select ***Standing Order***
    - The orders grid will update to display the Standing Orders options
- Select the applicable immunization
- Indicate ***No to All Allergies*** or Yes to listed allergies
    - Click ***Save***
- Click ***Save***

Note: HSS must set the lab printer as their Default Printer in the Start menu.

How to Create Standing Orders



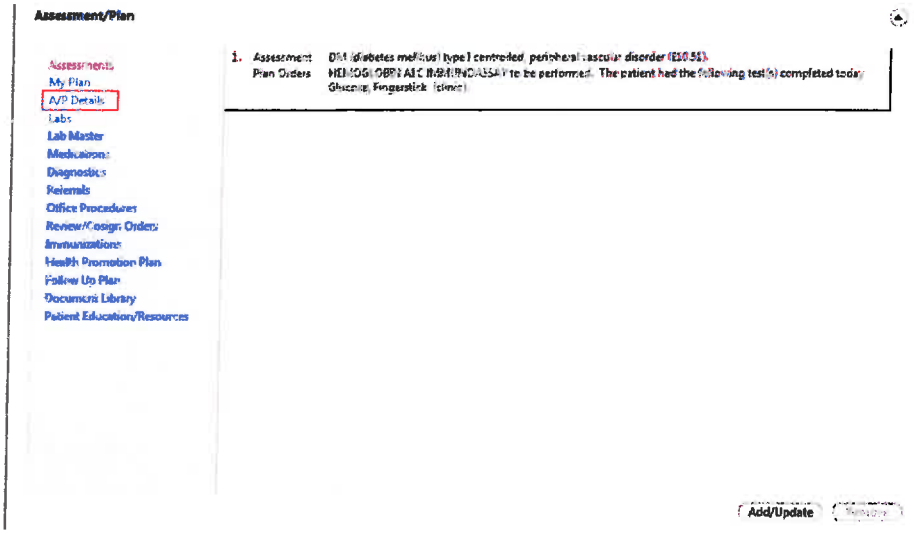


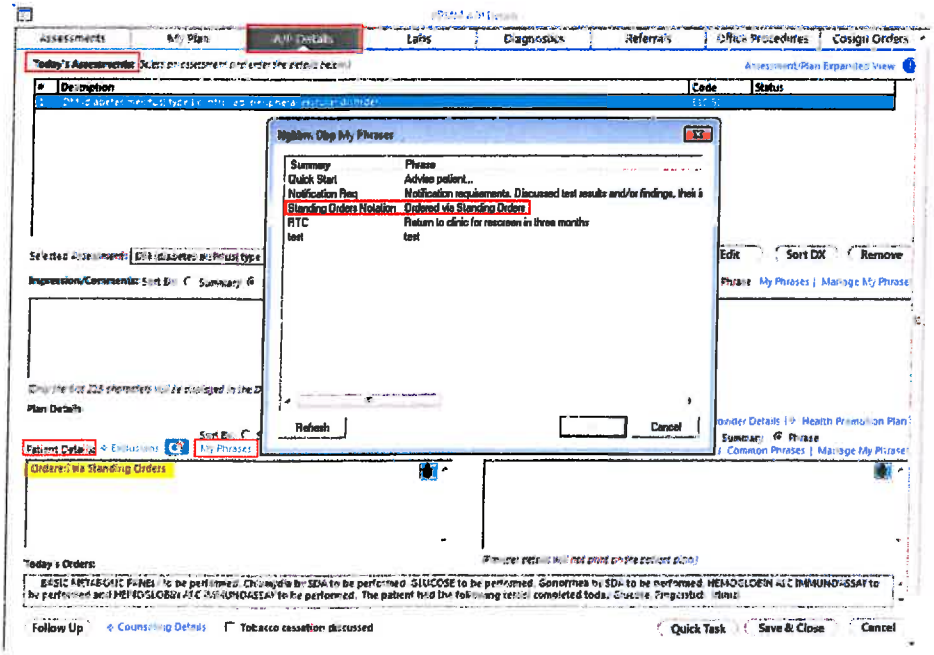
How to Create Standing Orders

Documenting Notation for orders created via the Orders Module

For orders created through the Orders Module, staff must complete the Standing Orders notation on the A/P Details template.

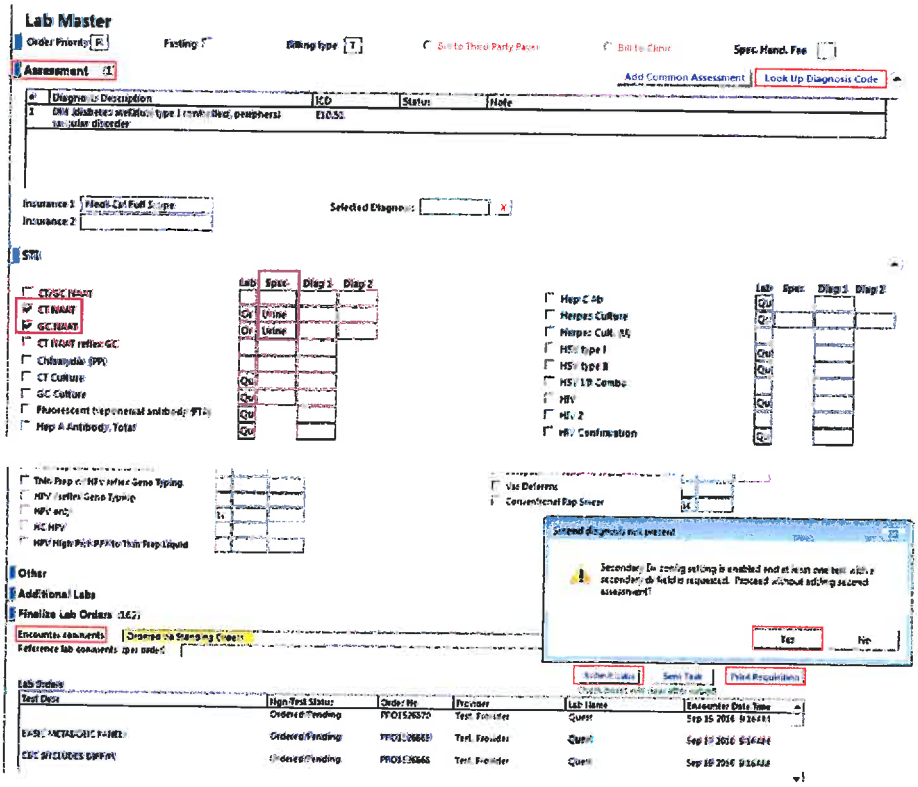
- Access the ***SOAP*** template
- Click ***A/P Details*** under the Assessment/Plan panel
- Select a ***Diagnosis code***
- Click ***My Phrase*** link associated with the ***Patient Details***
    - Select ***Standing Orders Notation*** from the picklist
- Click ***Save&Close***





How to Create Standing Orders

Ordering GC/CT via the Lab Master:

- Access the ***Lab Master*** from the Left Side Navigation or Click ***Lab Master*** link from the Standing Orders template
- Select a diagnosis code
- Click the ***Chlamydia*** check box
  - Select the ***Specimen Type***
- Click the ***Gonorrhea*** check box
  - Select the ***Specimen Type***
- Enter "Ordered via Standing Orders" in the ***Encounter Comments***
- Click ***Submit*** button
  - Click ***YES*** to alert regarding a second diagnosis code
- Click ***Print Requisition*** button to print

Note: HSS must set the lab printer as their Default Printer in the Start menu.