Create Verbal Order Video: Verbal Order - YouTube
This video looks outdated, for most features they are still the same process.

Using the Order Builder Video: New Barnestorm Order Builder - YouTube

- Select a patient on the first Barnestorm screen by typing in either the first 3 digits of the patient's chart number or the first 3 letters of their last or first name.
- Click the patient's name to select him or her.
- Click the **Orders** button from the Main Menu. A menu will pop up right underneath that, and from there you will select **Add / Edit Orders**.
- From Point of Care select the **Orders** button.
- Change the Order Date as needed.
- The default doctor and employee will already be filled in. Change them as needed. ***Note:** Each agency defines the max number of days an order can be backdated and future dates.
- Select the type of order from the **Type** dropdown list, as needed. As soon as you select a **Type** a time and date stamp will be inserted to the top of the screen. This can be deleted, as needed. Some items listed her will automatically pull up the **Customize order content** window. See full article details here.
- In the large text box on the top half of the screen, type in the orders.
- **Spell Check** option - If you click this box, any words or names where the spelling is questionable, there will be a red squiggly line beneath the word/name.
- **Left Message Received** button - You can date and time stamp the order by clicking this button. A text of data will appear that will show the current day, date, employee name, with this text: "LEFT A MESSAGE FOR DR. X WITH." You will then be able to enter the rest of your text.
- The pre-typed text will be displayed like this: "03/04/14 04:15 PM MINNIE MOUSE, PT LEFT A MESSAGE FOR Dr. JOHN DOE WITH"
- To the left of the box where you type the orders, there is a button with a large **T** on it. This button allows you to see orders that your agency has entered as standard orders, and to select them rather than having to type frequently used orders. To use standard orders view

the article **Add [T] Box Items**.

- You can date and time stamp the order by clicking on **Received Order**. This will stamp the order with the current date, time, who is writing the order, and who gave the order (this one needs entered by you).
- Click the **Save as Pending Order** button in the upper right. Notice that when you click the **Save** button, the order goes into the lower left panel, which is labelled **Pending Orders**.
- Click on the new order in the **Pending Orders** panel.
- Note that, if your order needs to be dated for the upcoming/new certification period, you can use Applies to Visits Starting: and put in the first date of the new cert period. This will date the order for the new certification period.
- Click the button labelled **Create Order**. This indicates that this is a standard verbal order requiring a signature from the nurse and the doctor. A window will open with the print preview of the verbal order, which includes the agency information, doctor information, patient information, the orders, nurse signature, and a place for the doctor's signature.
- To print this page, click the **Print** button in the upper left.
- IMPORTANT: Once you print this document, you will need to mail or fax it to the doctor.
- Close the print window. When you close the print window, you will see that the verbal order has now moved to the right panel, labelled **Show Verbal Orders During the Past 125 Days**. Orders on this side should be those that have been mailed.

Knowledgebase

http://kb.barnestorm.biz/KnowledgebaseArticle50216.aspx