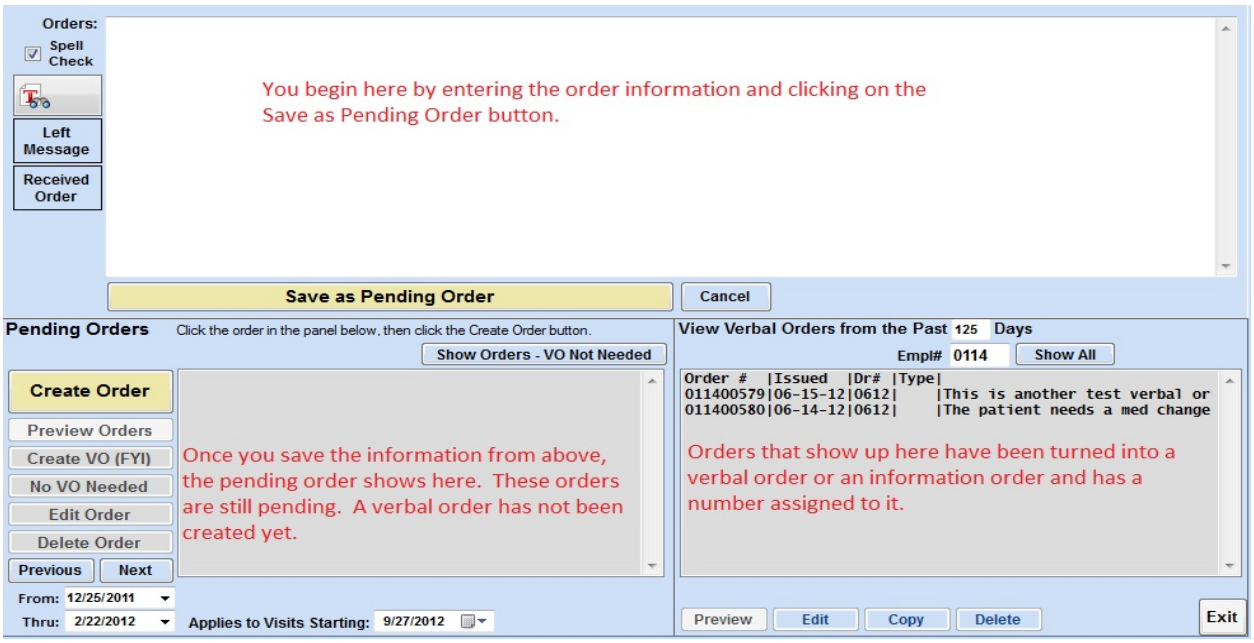
Create Verbal Order Video: Verbal Order - YouTube
This video looks outdated, for most features they are still the same process.

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

- Select the patient from the **Select Patient** screen.
- Go to Orders > **Add / Edit Orders,** from Point of Care select the Orders screen.
- Change the Order Date as needed. ***Note:** Each agency defines the max number of days an order can be backdated and future dates.
- The default doctor and employee will already be filled in. Change them as needed.
- 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.
- **Left Message / Received Order** - You can date and time stamp the order by clicking these buttons. The current date and time will be inserted along with text for 'Left a message' and 'Order received'.
- **[T]ext Item Box** - 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.
- 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.
- Create VO or FYI 1) Click the **Create Order** if this is a standard verbal order requiring a signature from the nurse and ordering physician. Or 2) Click the Create VO (FYI) button to create an informational order. This indicates that this information does not require a signed order, but it needs to be documented and sent to the physician.
- A window will open with the print preview of the verbal order.
- 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.



NOTE: For information on how your agency can track these Informational/FYI Orders, please view the following article: Tracking Informational/FYI Orders.

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