

## 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This video looks outdated, for most features they are still the same process.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 here 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.

Orders:

☒ Spell Check

Left Message

Received Order

You begin here by entering the order information and clicking on the Save as Pending Order button.

Save as Pending Order Cancel

**Pending Orders** Click the order in the panel below, then click the Create Order button.

Show Orders - VO Not Needed

Create Order

Preview Orders

Create VO (FYI)

No VO Needed

Edit Order

Delete Order

Previous Next

From: 12/25/2011

Thru: 2/22/2012

Applies to Visits Starting: 9/27/2012

**View Verbal Orders from the Past 125 Days**

Empl# 0114 Show All

Order #	Issued	Dr#	Type
011400579	06-15-12	0612	This is another test verbal or
011400580	06-14-12	0612	The patient needs a med change

Orders that show up here have been turned into a verbal order or an information order and has a number assigned to it.

Preview Edit Copy Delete Exit

**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>