In order to add the capability to send orders and 485s electronically, Barnestorm had to change the format of verbal orders.

This will change the printed appearance of all orders, but, you have many options to customize the layout of your agency's orders.

#### **Order Header**

The first option is located within the Programs Part 2 screen, which is located at **Codes**> **Program Related Codes** > **Programs Part 2**.

Here you can customize the title that will appear at the top of ALL verbal orders and all FYI orders.

This title can contain the name of the agency and any other text you want to appear at the top of orders.

# **Order Settings**

The following customizations happen within the global settings of Barnestorm located at **Codes** > **Security** > **Global Settings**.

# Agency, Patient and Physician Information

The Agency, Patient and Physician is the global setting that changes the appearance of the boxes at the top of every order.

It has three options: envelope formatting, letter format, or electronic format.

<u>Option 1</u>: Envelope format - formats the order to be inserted into a double window envelope, similar to the old order print.

Physician's Supplemental Order				
My Agency Name 123 test street Testersville, NC 27292 Phone: <b>555-123-4567</b>	Fax: 555-123-4567	Order Number: 111100024 Order Date: 04/13/2011 Doctor# 0668 Tm 01 Chart: 117963		

Option 2: Formal letter format.

Physician's Supplemental Order			
To:	Dr. ANDREW BARNES		03/31/2011
	2525 DOCTOR STREET		
	SUITE 55		
	LINWOOD, NC 27299		
From:	My Agency Name	Order#	111100014
	123 test street		
	Testersville, NC 27292		
Fax:	555-123-4567		
		Date of Birth	06/06/1923
Patient:	PATIENT, TEST J	Chart#	117963
	123 JONES ST	Policy#	H123456789
	LINWOOD, NC 27299		HEALTH
			PLAN MEDIO

Option 3: Electronic format - adds headings and makes the order look more organized.

Physician's Supplemental Order				
Agency:	My Agency Name	Order Number: 111100014		
Address:	123 test street Testersville, NC 27292	Order Date: 03/31/2011		
Phone:	555-123-4567	Doctor#: 0668 Tm 01		
Fax:	555-123-4567	Chart: 117963		

The agency order format can be overridden at the doctor level. If one particular doctor prefers a specific format on his/her orders,

this can be set at **Codes** > **Other Basic Codes** > **Doctors**. If this value is left blank, the ageny print format will be used.

**ICD Codes** 

ICD Codes have two global settings that determine how they appear on orders. The first is simply to print the ICDs on orders or not.

If this option is marked **False**, ICDs will not print on orders. If it is marked **True**, the **ICD Print Format** can be one of two values.

Option 1: The first value prints the first two ICDs along with their descriptions.

Primary Diagnosis:	123.4 DIPHYLLOBOTHRIASIS, INTESTINAL	1
Secondary Diagnosis:	286.4 VON WILLEBRAND S DISEASE	

Option #2: The second value prints the codes of the first 5 ICDs. The descriptions are NOT printed.

Diagnoses:	V54.81	V43.64	781.2	V58.31	V58.32	
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### **Order Text**

The next section contains the actual content of the orders. The only option that can be changed for this section is the font.

## Signatures

The global setting "Put Order Signature at bottom of page" decides the placement of the signature block.

If True, which is the default, the signature block is aligned at the absolute bottom of the page, just above the page numbers.

This value can be set to False to put the signature block right below the ICD codes (if they are printed).

The new order format adheres to any previously set co-sign requirements. There are also three different versions that can be

set on the signature block.

Signature of Nurse / Therapist:	Jet t-	
20400-0000 • 10900- 0	JEFF BARNES, R	Ν
Co-Signed:	CHRISTINE BARNES, RN	Date:
Signature of Physician:	Dr. ANDREW BARNES	Date:

Option #1: Electronic Format - stacks the ordering employee, co-signer if required and then the physician.



The second option prints the employee signature, co-signer, if needed and then it prints text based on the program of the patient.

Just like the header, the order footer can be customized with any text an agency desires. If this option is chosen, a block to enter

the physician signature MUST be added to the text. The custom text can be set for FYI and Verbal Orders for each program.

Option #2: Letter Format

Jet-F-	Date:
JEFF BARNES, RN	Co-Signed: CHRISTINE BARNES, RN
This is my customizable text. Each program car physician signature box:	have its own footer at the bottom of orders. It MUST include a
Physician Signature:	Date:
Please review, sign, & return within 48 hours to	919-882-1234 or via mail.

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