

# HarmoniMD™ Training Tip

## Placing Orders on Behalf of a Physician

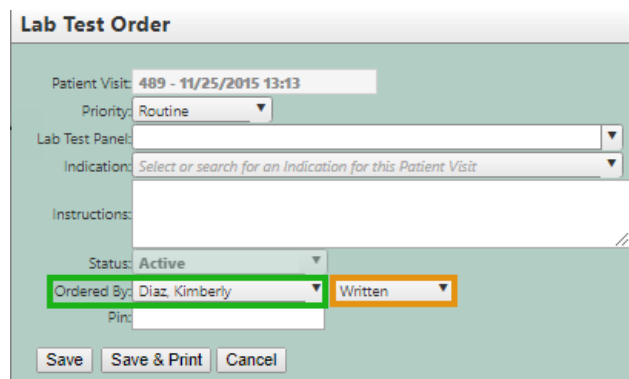
Staff affected: Any clinicians placing orders

### BACKGROUND

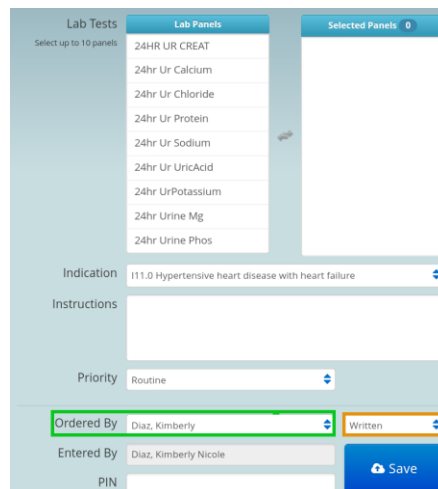
All orders— Labs, Imaging, Medications, Procedures, or Nursing orders— need to have an “Ordered By” physician listed as well as an order method. There are three order methods:

- Written* Used if the Physician is entering the order directly in HarmoniMD or HarmoniMobile, OR if the Physician has provided a written order for someone else to enter.
- TORB* Telephone Order Read Back
- VORB* Verbal Order Read Back

If you have signer permission (Physicians and Nurse Practitioners with the appropriate access) and are placing an order, your name displays in the **Ordered By** field (GREEN rectangle) and *Written* is the default order method in the field next to the **Ordered By** field (ORANGE rectangle):



The Lab Test Order window in HarmoniMD, for a user who has signer permission.



The Lab Test Order window in HarmoniMobile, for a user who has signer permission.

If you do NOT have signer permission, when placing on order the **Ordered By** field will be blank. You need to select the ordering Physician from the drop-down list (GREEN rectangle). The order method default to *TORB* (ORANGE rectangle):

The screenshot shows the 'Lab Test Order' form in the desktop version of HarmoniMD. The form includes the following fields and controls:

- Patient Visit: 1132 - 11/18/2016 14:25
- Priority: Routine (dropdown)
- Lab Test Panel: (empty dropdown)
- Indication: Select or search for an Indication for this Patient Visit (dropdown)
- Instructions: (empty text area)
- Status: Active (dropdown)
- Ordered By: Please select a Signer... (dropdown, highlighted with a green rectangle)
- TORB (dropdown, highlighted with an orange rectangle)
- Pin: (empty text field)
- Buttons: Save, Save & Print, Cancel

The Lab Test Order window in HarmoniMD, for a user who does NOT have signer permission.

The screenshot shows the 'Lab Test Order' form in the mobile version of HarmoniMD. The form includes the following fields and controls:

- Lab Tests: Select up to 10 panels. A list of lab panels is shown: 24HR UR CREAT, 24hr Ur Calcium, 24hr Ur Chloride, 24hr Ur Protein, 24hr Ur Sodium, 24hr Ur UricAcid, 24hr UrPotassium, 24hr Urine Mg, 24hr Urine Phos.
- Selected Panels: 0
- Indication: B50.0 Plasmodium falciparum malaria with cerebral complications (dropdown)
- Instructions: (empty text area)
- Priority: Routine (dropdown)
- Ordered By: Please Select (dropdown, highlighted with a green rectangle)
- TORB (dropdown, highlighted with an orange rectangle)
- Entered By: Sample, Name
- PIN: (empty text field)
- Save button

The Lab Test Order window in HarmoniMobile, for a user who does NOT have signer permission.

HOW TO PLACE AN ORDER ON BEHALF OF A PHYSICIAN

1. For Physicians or Nurse Practitioners with signer permission ordering on behalf of another Physician:

The **Ordered By** field can be changed if you are processing a colleague's order. When you choose a colleague's name, the order method will remain as *Written* and can be changed unless it is an External Provider.

2. For Physicians or Nurses without signer permission:

The **Ordered By** field is blank and the order method defaults to *TORB*. Select the Physician's name from the drop-down list, and change the order method as needed.

NOTE: If you select an External Provider, the order method will be set to *Written* and CANNOT be changed.

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Please report any issues to your IT Department as soon as they are recognized as it is much easier to resolve them when the information is current.

Thank you, *The HarmoniMD™ Team*