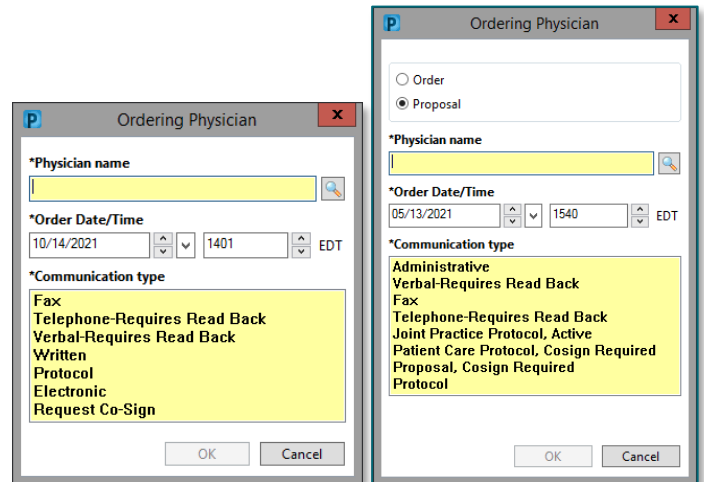


When staff are proposing, placing, or modifying orders, there are various order options and communication types available dependent on the user's credentials/security position.

### Order Options

- **Order:** when the order option is selected, the order becomes active immediately upon signature.
- **Proposal:** when the propose option is selected, the order becomes active upon provider's signature.

**NOTE:** The acute Ordering Physician window will not have a proposal option and will be active upon signature. The communication types available differ between acute and ambulatory settings.



### Communication Types

All possible communication types are listed below. Communication types used available only in acute or ambulatory settings have been identified in the parenthesis.

- **Administrative (Ambulatory):** used when making non-clinical changes to an order, i.e., adding insurance authorization information.
- **Verbal-Requires Read Back:** used only in urgent/emergent situations or in procedural cases where the provider is in a sterile situation and cannot place the order. The order will be active upon signature but will route to the provider to co-sign.
- **Fax:** used when entering a faxed order from an outside location.
- **Electronic (Acute):** used when a nurse is initiating a planned PowerPlan.
- **Electronic (Ambulatory):** used when an order is received electronically, such as Message Center.
- **Telephone-Requires Read Back:** used only in urgent/emergent situations or if the provider is unable to access a computer to place the order. The order will be active upon signature but will route to the provider to co-sign.
- **Joint Practice Protocol, Active (Ambulatory):** used for orders that are indicated within a system-wide JPP and/or the patient has an active Joint Practice Protocol order signed by the provider. Orders placed with this communication type are active upon signature and do not need to be co-signed by a provider.

- **Patient Care Protocol, Cosign Required (Ambulatory):** used for orders that are indicated within a written office protocol, specific to the practice. These orders are active upon signature and need to be co-signed by the provider.
- **Protocol (Acute):** used for orders placed from a signed JPP.
- **Protocol (Ambulatory):** used for COVID vaccine and COVID testing orders. These orders are active upon signature.
- **Proposal, Cosign Required (Ambulatory):** used when a credentialed non-provider staff is entering an order that does not fit any of the above-mentioned categories. The **Proposal** order option should be selected with this communication type.
- **Request Co-Sign (Acute):** used in specialty areas in acute settings, such as ED, OB, Wound & Ostomy, and/or Dietitians, when placing a JPP. Orders placed with Request Co-Sign are active upon signature and the provider has 48 hours to sign the order.
  - After the JPP has been ordered, all additional orders placed from within the JPP will use the **Protocol** communication type.
- **Written (Acute):** used for orders that have been written by a provider on a paper order sheet or paper orderset.
  - Most often used in hybrid care areas and/or during downtime.