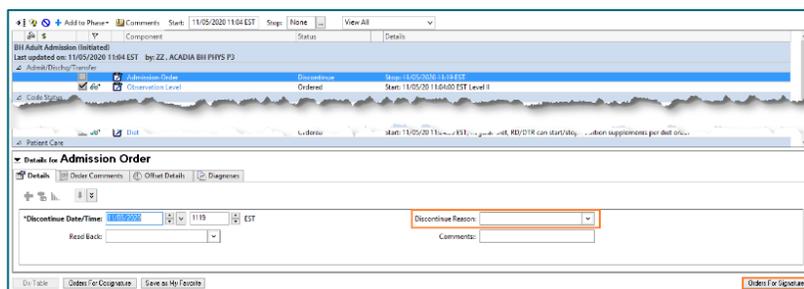
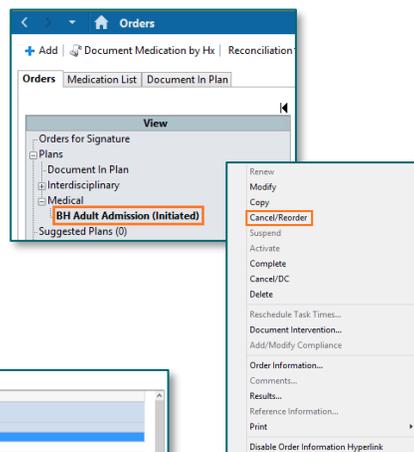


There are times that the Admission Order does not reflect the actual date and time of when a patient arrives for admission. If a correction is needed to accurately reflect the date and time, please follow the steps below.

## Admission Order Corrections

There are some cases in which an Admission Order needs to be corrected to reflect the correct date and time that the patient was admitted to NL Acadia Hospital.

- STEP 1:** Navigate to the Orders profile and click the **BH Adult Admission** or the **BH Pediatric Admission PowerPlan**.
- STEP 2:** Right-click the Admission Order and select **Cancel/Reorder**.
- STEP 3:** Enter the appropriate **discontinue** reason for the initial Order that was placed.



- STEP 4:** Select **Orders for Signature**.
- STEP 5:** From the scratch pad, click the Admission Order that will replace the old Order.
- STEP 6:** Enter the appropriate date and time.
- Use the Order Comment tab within the order to note the correction as appropriate.
- STEP 7:** Select **Sign**.
- STEP 8:** Refresh your screen to see the old Order discontinued and the correct Order displayed.

