

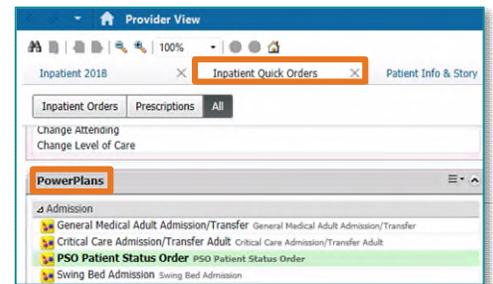
The Patient Status Order (PSO), is the admitting order for the patient. Every patient who is being admitted to the hospital as inpatient, observation, outpatient in a bed, swing, or hospice are required to have a PSO entered on admission. Room and Bed charges are tied to the PSO. The PSO cannot be modified or cancelled.

## Placing a PSO Patient Status Order

**STEP 1:** Navigate to Provider View and select the **Inpatient Quick Orders** tab.

**STEP 2:** In the PowerPlans component, select the PSO Patient Status Order.

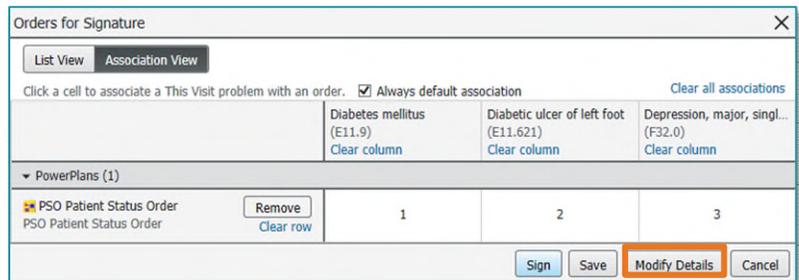
- The number one will display in the shopping cart.



**NOTE:** The applicable admission PowerPlan can also be selected at this time and the number in the shopping cart will update.

**STEP 3:** Click the shopping cart. The **Orders for Signature** box will display.

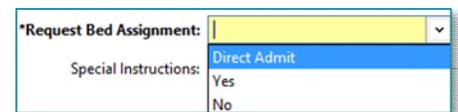
**STEP 4:** Click **Modify Details**. If both the PSO and the Admission PowerPlan have been selected, the Admission PowerPlan will open first.



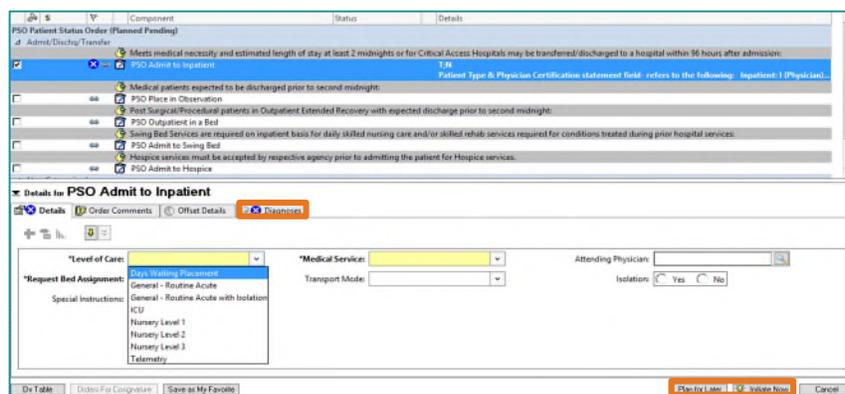
**STEP 5:** In the PSO, select the appropriate encounter status.

**STEP 6:** Select the Level of Care.

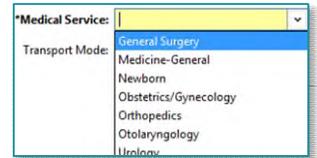
**STEP 7:** **Request Bed Assignment** will send a request for a bed in your facility to the Transfer Center.



- If the patient is currently an inpatient at your facility and is being discharged and readmitted to a swing encounter, **No** should be selected as the patient is already in a bed.



**STEP 8:** In **Medical Service**, select the service to which the patient is being admitted to.



**STEP 9:** In **Attending Physician**, use the Provider Search box to select the attending Provider.

**STEP 10:** Selecting **Yes** in **Isolation** fires an **Isolation Order Alert** upon signing the PSO. If isolation is needed, the Patient Isolation order should be added at this time. If the patient already has an isolation order, the alert will not fire.

**STEP 11:** In the **Diagnosis** tab of the Order Details, select the patients diagnosis or click **+Add** to add a diagnosis.



**STEP 12:** Select **Plan for Later** or **Initiate Now**.

- If the patient will be admitted at a future time, select **Plan for Later**. The order will not be active until initiated. The nurse may initiate the PSO upon patient's arrival to the nursing unit.
- If the patient is in the admission process, **Initiate Now** should be selected as this is what will start the charges for the Room and Bed.
- If the patient is admitted and waiting in the ED for inpatient bed availability, **Initiate Now** should be selected.

**NOTE:** If the encounter status needs to be changed (for example from observation to inpatient), Care Management will place an Adjustment Order. If the patient is transferred (for example from ICU to Med/Surg), the Change Level of Care order is placed.