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This Quick Reference Guide (QRG) reviews how to document a request for an Admit Order.

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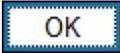
## Document a Request for Admit Order

From the patient list in FirstNet:

**STEP 1:** Right-click your patient's name in the **Patient Information** cell; then click **Request for Admit**.

- The Level of Care Discern window pops up.

**NOTE:** If a Patient Status Order, or PSO, has been placed by the Admitting provider before the ED provider has placed the Request for Admit, this alert will display the Level of Care from the order. Red text assists the ED Provider with selecting the appropriate Level of Care within the Request for Admit Order. It is important the admission request matches the PSO, otherwise, downstream billing complications will occur.

**STEP 2:** Note the Level of Care, if possible; then, click .

- Your patient's chart opens to the Orders for Signature screen.

**STEP 3:** Click **Request for Admit** in the order list.

**STEP 4:** Click the appropriate Level of Care for your patient.

**STEP 5:** Click the **Medical Service** drop-down arrow; then click the appropriate service.

**STEP 6:** Click .

**NOTE:** In the patient list, you can hover over the icon in your patient's status cell to confirm that the admit order was successfully requested.