



This Quick Reference Guide (QRG) reviews how to modify and add visit frequency orders in Netsmart.

Common Buttons & Icons

	Add icon
	Back Arrow icon

Modify an Order

When a provider wants to change the details of an order, such as the frequency or duration of patient visits, you need to modify the existing order; then create a new order with the appropriate details.

➤ From the Today screen:

STEP 1: Tap your patient's VISIT TYPE link. The patient's chart tile screen appears.

STEP 2: Tap Visit Frequency. The Visit Frequency screen opens.

STEP 3: Tap the appropriate order in the lefthand list, if needed.

STEP 4: Tap the END DATE drop-down arrow; then tap the appropriate date.

NOTE: The End Date must not have passed yet. If the provider wants the change to take effect today, tap today's date.

STEP 5: Tap the CHANGE REASON field; then type the reason for your modification.

STEP 6: Add a new order with the appropriate details (see the *Add an Order* section which follows for details).

NOTE: Ensure that the Start Date for the new order begins the day after the End Date for the modified order.

STEP 7: Tap the Back Arrow icon to save your changes. A Warning appears.

STEP 8: Tap OK. The Submit Visit Frequency Window appears.

STEP 9: Tap the PASSWORD field; then type your password.

STEP 10: Tap SUBMIT.

Add an Order

➤ From your patient's Visit Frequency screen:

STEP 1: Tap the **Add** icon near the bottom-right of the screen.

NOTE: If you want to add a PRN visit, first tap PRN at the bottom of the list; then tap the Add icon.

STEP 2: Document the new task's details, including its Discipline, Visit Frequency, Duration, Start and End Dates, and the Physician ID.

STEP 3: Tap the **Back Arrow** icon. The Submit Visit Frequency window appears.

STEP 4: Tap the **PASSWORD** field; then type your password.

STEP 5: Tap **SUBMIT**.