

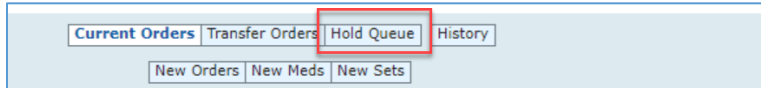
# CARE4 MODULE NAME: OM

## Allied Health Suggested Orders Using Hold Queue

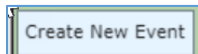
### Overview

Suggested orders are used by consulting physicians and allied health professionals. Suggested orders are entered as Hold Queue orders, so the MRP has the ability to view and assess these orders before they become active in the system.

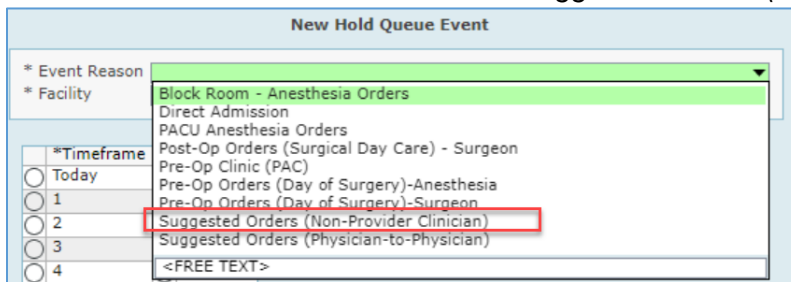
1. Select your patient from status board/tracker, open chart, select Orders
2. Select Hold Queue from the header buttons



3. Select Create New Event from the footer buttons



4. Select Event Reason from the list – *Suggested Orders (Non-Provider Clinician)*



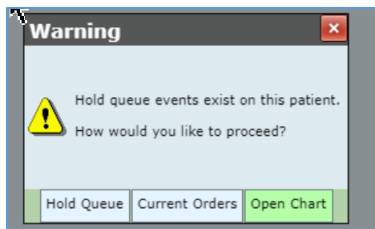
5. Facility - Defaults
6. Timeframe – Today defaults
7. Click OK
8. Ordering Provider – Defaults
9. Order Source – Select Therapeutic Assess/Protocol
10. Select New Orders
11. Enter order(s) – change to Name to enter orders by name or to Category to select the order from the category (same process as regular order entry)
12. If you are suggesting medication orders, Select New Meds
13. Complete required queries if applicable
14. Submit, enter PIN

The orders are now queued to the provider to review and activate



15. Status Board Hold Queue column will now display Yes

When the chart is opened, users will see the following message – proceed to Open Chart or Current Orders if wanting to enter new orders



Only physicians will proceed with Hold Queue to activate the suggested orders

Once the MRP has activated the orders, the Hold Queue Yes will be removed

**Note**

Hold Queue orders can also be activated by nursing when physicians put in hold queue orders for direct admissions

