



ENTERING TELEPHONE ORDERS WHEN MD NAME NOT FOUND

“PROVIDER NOT ON FILE”

- When entering a telephone or verbal order and declaring the “ordering party” who gave the order, the selection **“PROVIDER NOT ON FILE”** should only be selected when a nurse is *unable to find a the desired practitioner’s name in the “List Doctor” selection box.*
- If “PROVIDER NOT ON FILE” is selected, the actual **name of the ordering party** should be added to the “comments” field of the order.
- Providing the actual name of the ordering party in the **“Comments”** field connects the order to that particular prescriber.
- This also helps to ensure that our “Prescriber Profile” will be correctly updated. Thus, in the future that prescriber’s name will be available for selection for future telephone or verbal orders.
- **DO NOT use “Provider Not On File”** when entering PROTOCOL orders or when you are **entering a “XX HR Orders/Factors Checked”** order!
 - When completing your **“chart check”**, utilize **PROTOCOL** & the **Attending of Record’s name** as the Ordering Party.