Cosigning Inbox Orders

June 17, 2009
Administrative Policy IM 0063

- Defines the circumstances where verbal or phone orders can be used.
- Only in emergent situations where therapeutic intervention is immediately necessary.
- Accepted by “attending MD only” in the newborn nursery and OB department.
- May only be given to a licensed RN or pharmacist.
- Never on pediatric units.
- Signature must occur within 24 hours.
- Failing to sign may be referred to the Medical Quality Assurance Committee.
Workflow Process

- Change in workflow to include a review of your inbox daily is required.
- Surgeons or interventionalists will need to review post case to sign all orders entered during procedures.
  - The pathology specimens, blood gases and med orders you ask for during a case will need your co-signature!
Here is the example we built to show you about inbox co-signature:
Two orders were placed by the nurse on the screen above, aspirin and Coreg. You can tell right from the orders screen these orders need a co-signature because there is a caduceus icon, which denotes an co-signature is required. Any provider can highlight, right click and sign the verbal order right from this screen.

Why would someone sign from the orders screen?
The most common scenario would be a covering physician in a practice would sign for the partner who gave a verbal order. By policy you CAN sign that order.

Now let’s go see the inbox.........................next slide
To “catch up” with unsigned orders you must change the search range of the inbox. The normal default is set for the last 30 days. Several people may have orders to sign as far back as January 28 when CPOE went live. To increase this search range please click the elipsys button and click on January 28, 2009. Now let’s go to the next slide and pull the orders for approval into view..............next slide...........
You can see on the left navigation there is one order to approve. Once you click “orders to approve” on the left all the orders will display in view on the right.
Double click on the top order
Proceed to the next slide to sign...
Click the OK & next button to go through all your orders one by one, this allows you to skip the past step. If you only have one order “ok” will do.

FYI…If you choose “refuse” you will need to enter a reason. This will also be evaluated via a separate report which your clinical chair evaluates.
THANK YOU!!

Any questions please email
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Or call 4-4357 and ask for inbox signature assistance.