Correcting an Unsigned Order

A valid admission status order is required to ensure that the patient has been evaluated for the proper type of stay, to support their plan of care, and meet the conditions of payment. The following process will ensure the order is routed to the correct admitting provider, and/or ensure the correct communication type is selected.

Right click on the admission status order and select **Modify**.

Enter the **Admitting Physician Name** (if not already entered).

Select **Other** to route the order to the physician for co-signature.

Re-select the **Est Dur Svcs**.

Enter the following text in the **Special Instructions**:

**“Re-route to correct clerical error in selecting communication type”**

Sign the Order.

*Why should I use Modify?*

Modify allows continuity of the order and billing. If you Cancel/Reorder, you will cancel the original order and replace it with a new order with a new start time. This can limit your ability to bill for the full stay.