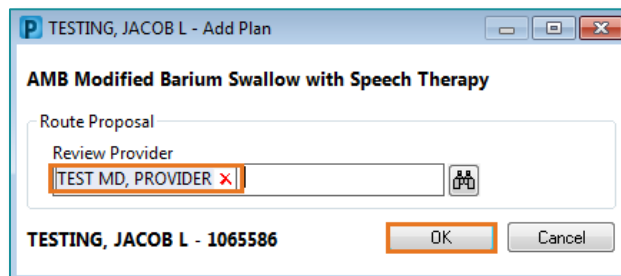


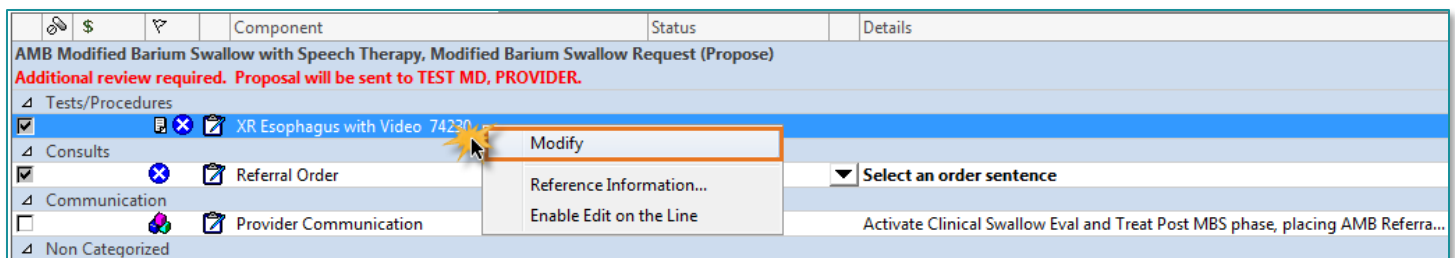
**This flyer reviews the process for an ABR-OE Certified Front Office Staff to propose an Ambulatory PowerPlan.**

**STEP 1:** Find, and select, the desired PowerPlan from the Orders Profile or Quick Orders page.

**STEP 2:** Insert Ordering Provider's name in the Review Provider field, and click OK.



**STEP 3:** Ensure all appropriate check boxes are checked off. For orders that need additional clinical details specified, highlight the order, right-click and select **Modify**.



**STEP 4:** Enter all required clinical details and pertinent diagnosis.

**STEP 5:** Click **Sign**. 

**NOTE:** The ABR-OE Certified position cannot initiate PowerPlans, and therefore the provider will need to both initiate and sign the proposal in their Message Center in order for the tasks to appear on the task lists. Please refer to additional flyer on the provider's process for approving these orders.