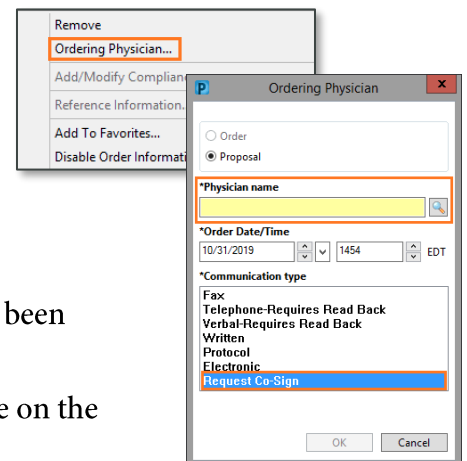
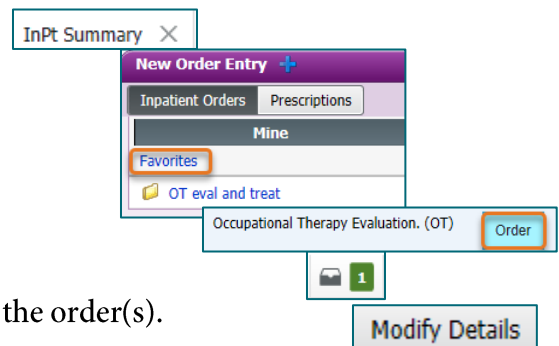


Occupational Therapy staff will follow the steps below to propose Occupational Therapy Order(s) for signature to the applicable provider for signature.

Proposing an Order from your Favorites

- STEP 1:** Locate **New Order Entry** component on the **InPt Summary** MPage, select your favorites folder and select the appropriate order and select **Order**.
- You can select multiple orders if applicable.
- STEP 2:** Select the **Orders for Signature** Icon.
- STEP 3:** A pop up window will appear, associate the diagnosis to the order(s).
- STEP 4:** Select **Modify Details**.
- STEP 5:** From scratch pad **right-click** the order and select **Ordering Physician**.
- STEP 6:** From the **Ordering Physician** window, select **Proposal**, enter the provider in the **Physician Name** field, verify the **Order Date and Time**, select **Request Co-Sign**.
- STEP 7:** Select **OK**. Repeat steps 6 and 7 for all orders. Once all orders have been addressed, select **Sign**.
- The order is now proposed, and the proposed status is viewable on the orders profile.



Proposing a New Order not already saved to your Favorites

- STEP 1:** Locate **New Order Entry** component on the **InPt Summary** MPage select the **+** Icon.
- STEP 2:** Search for the applicable Order(s) within the **Add Order** window.
- STEP 3:** Single select the **order(s)**. Select **Done** to return to the scratch pad.
- STEP 4:** From the scratch pad **right-click** the order and select **Ordering Physician**.
- STEP 5:** From the **Ordering Physician** window, select **Proposal**, enter the provider in the **Physician Name** field, verify the **Order Date and Time**, select **Request Co-Sign**.
- STEP 6:** Select **OK**. Repeat steps 6 and 7 for all orders. Once all orders have been addressed, select **Sign**.
- The order is now proposed, and the proposed status is viewable on the orders profile.

