

Acute Care Managers Utilization Review Team will complete a Clinical Review and report findings to the admitting provider, if differences are noted. The admitting provider will enter a new Patient Status Order (PSO) with the correct Level of Care for Medicare and Mainecare patients. For commercial insurance patients, the Utilization Review Team will place an Adjustment Order to reflect the update.

Adjustment Orders

STEP 1: Perform the **Clinical Review** in InterQual.

- Discuss findings with the provider.

STEP 2: Upon provider approval, place the **Adjustment Order**.

- Please follow the [Adjustment Orders Guide](#) to comply with insurance requirements.

NOTE: The **Adjustment Order** date needs to match the **PSO** date, and the time needs to be **one minute** before what is seen on the **PSO** to adjust charges accordingly.

Placing an Order

STEP 1: Click **Add** in the Order Profile.

STEP 2: Search for **Adjustment Orders**.

- Right-click orders to **Save as a Favorite** for ease of future placements.

STEP 3: Type the name of the **Admitting Provider** and **Date** of admission.

- The Communication Type will be **Administrative**.

NOTE: Document the time of the order **one minute** before the active **PSO**. This will ensure charges are applied correctly and the status in the banner bar is accurate.

STEP 4: Enter appropriate **Level of Care** and **Medical Service**.

STEP 5: Select **Yes** or **No** in the **Does the Patient Need a New Bed** field.

NOTE: If the change in status requires a new bed for the patient, select **Yes**. If the patient will remain in the same bed, select **No**. Remember, EDIP patients should always have **Yes** selected to keep them on the bed transfer list.

STEP 6: Sign the order and refresh.

NOTE: Adjustment order can only be placed by the Utilization Management (UM) team if the patient hasn't been discharged within PowerChart.



*Inpatient Admit Date and Time:	<input type="text"/>	EDT	*Level of Care:	<input type="text"/>
*Medical Service:	<input type="text"/>		Attending Physician:	<input type="text"/>
*Does the Patient Need a New Bed?:	<input type="text"/>		Special Instructions:	<input type="text"/>

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.