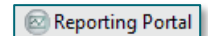


The Verbal Telephone Order Report has been added to the Nursing category in the Reporting Portal. The report will display the various communication types used when orders have been placed by nursing and other non-provider hospital staff.

Running the Verbal Telephone Order Report

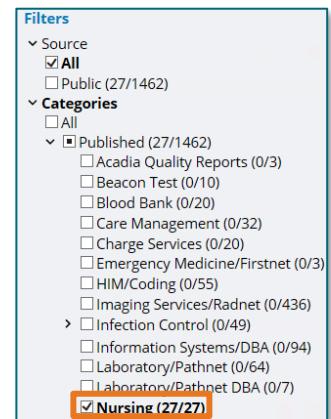
STEP 1: Locate and click the Reporting Portal link in the toolbar.



- Sign into the Reporting Portal using your network username and password.

NOTE: It may take a few moments for the Reporting Portal to open.

STEP 2: Click the drop down next to **Published** to view all of the reporting categories.



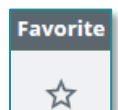
STEP 3: Click the box next to **Nursing** and search for the Verbal Telephone Order Report.

- The Nursing category opens and the number of available reports will display.

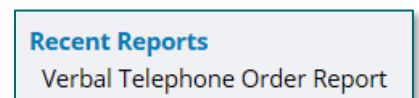
NOTE: Typing Verbal in the Search box in the blue Reporting Portal header can also be used to search for the report.



STEP 4: In the Verbal Telephone Order Report line, click the open star to favorite the report to easily locate for easy future use. The star will become gold in color and the number next to My Favorites will increase by one.

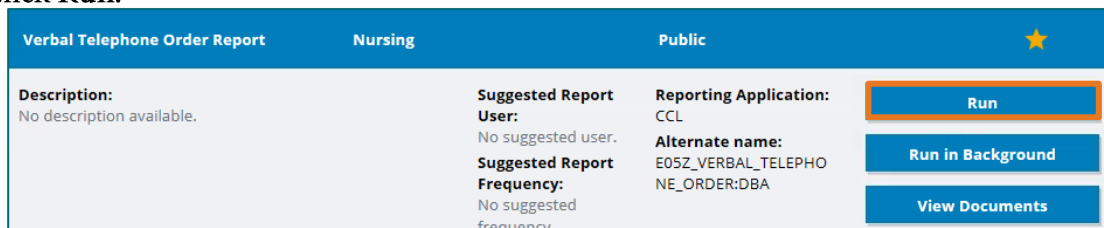


- The next time the report is needed, navigate to My Favorites tab to locate the report.
- Once the report has been run, it will display below Categories under Recent Reports and can be run from this location by clicking the report name.



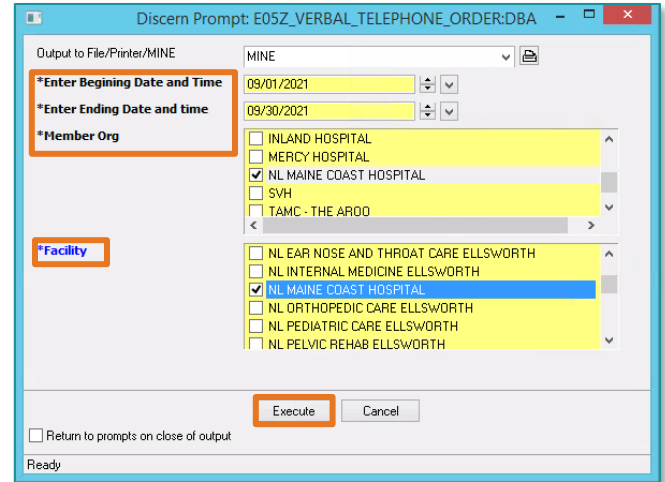
STEP 5: Select the report to open.

STEP 6: Click Run.



STEP 7: Enter the report prompts.

- Enter the **Beginning Date and Time**. Use the large down arrow to open the calendar.
- Enter the **Ending Date and Time**.
- Select the desired **Member Organization**. Facility options for the selected organization will display in the **Facility** field.
- Select the desired **Facility**.

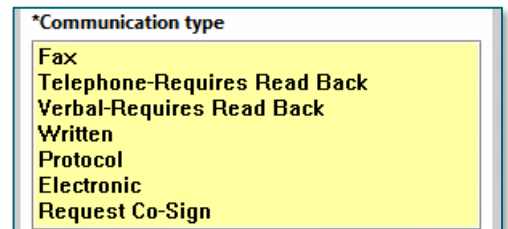


STEP 8: Click Execute.

Report Details

➤ The report opens and will display the following information:

- **Ordering MD**
- **FIN**
- **Communication Type**
 - The communication type column correlates with the **Communication Type** selected by staff when placing the order.
 - **Fax** – used when the order is faxed.
 - **Telephone Order Readback** – should be selected when taking a telephone order when the provider doesn't have access to a computer.
 - **Verbal Order Read back** – used for emergent situations or when the provider is in a sterile field.
 - **Written** – most commonly used during a downtime when the provider isn't able to perform CPOE.
 - **Protocol** – used when placing orders within a JPP.
 - **Electronic** – used when the order has already been placed electronically.
 - **Request Co-Sign** – Used by ED, Newborn Nursery, Labor & Delivery, Wound and Ostomy, and Nutrition Services when ordering and initiating a JPP.
- **Order DT (Order Date)**



- **Entering Provider**
 - This is the name of the staff member who placed the order. Providers names will not display as they do not get the Ordering Physician window when placing orders.
 - Mid-levels who require provider co-sign when entering orders will display.
- **LOC Facility**
- **Unit**
- **Order Mnemonic**
- **Order Details**

Saving the Report

STEP 1: Click the disc icon in the upper left corner of the report.

- Click the printer icon to print the report.

STEP 2: Click **This PC** in the address bar.

STEP 3: Double-click the Local Disk: (C: on <*your deviceID*>).

STEP 4: Double-click the Users folder.

STEP 5: Locate the folder with your network sign on and double-click to open.

STEP 6: Double-click the Desktop folder to save to the Desktop.

STEP 7: Users can modify the **File name** as needed. The **Save as type** should not be changed. Click **Save**.

- The report will be saved as a spreadsheet for easy filtering.

