Ordering Instructions

1. Provider completes the Assessment Section.

![Assessment Section]

2. To Order Instructions:
   a. Click on the Plan section from the Table of Contents. Next select “New” from the menu bar under Plan. Then select the Instructions Tab from the Add Clinical Item Window.
   
   **OR**
   
   b. Click on the arrow drop down next to the beaker on the Clinical Toolbar, and select Instructions.

![Plan Section]

3. Type a keyword in the search bar, and hit “enter” or the “binoculars”

![Search Bar]

4. Once you find options, you can right click and select
5. Review the information.

**Patient Instructions for: Treatment, continue**

We don't see any need to change your care at this time. Continue any medicines and home treatments as directed. Keep all scheduled follow-up appointments with us. If you have any questions or concerns before your next visit, call us.

6. If the instructions are applicable. Hit the close button.

7. Select appropriate diagnosis in the top left box, and then place a check mark in the box to order the instructions.

8. Continue with the remaining orders for your complete plan, and then select “OK” from the Add Clinical Item window.

9. Complete your documentation as appropriate.

Some Examples:

- We don't see any need to change your care at this time. Continue any medicines and home treatments as directed. Keep all scheduled follow-up appointments with us. If you have any questions or concerns before your next visit, call us.

- Treatment, continue(1) (Continue with our present treatment plan.)

- *Weight, ideal, BMI based(1) (We recommend a goal of 140 pounds for your weight.*

***Note*** If this is an item you will use frequently, right click on the order and make it a “Favorite item”