**Per Verbal Order Entry**

***When entering items for providers, it is important to make sure the provider is not documenting on the patient at the same time***

**Per Verbal Order:** An order verbally given to the clinical staff directly from the attending provider to create the order entry.

1. The patient presents with symptoms during examination that the attending would like to perform a test on, he gives the clinical staff the verbal ‘go ahead’ to enter an order
   (i.e. Lipid Panel)
2. Highlight and double click on the patient from the providers schedule on the Daily tab.
3. Click on the “Lab beaker” from the clinical toolbar.
4. Clinical staff searches for the test in the ACI, fills in the Entering for and Supervised by fields with the attending provider who will be seeing the patient, and selects the proper order.
5. Fill the Auth field with Verbal Order from Drop Down.

6. Continue the order depending on the situation:
   a. POC- Enter results
   b. CML- collect the specimen