Ordering Outpatient PT, OT, Speech Therapy, or Video Swallows Following Discharge for Hospitalized Patients

To order a referral for outpatient therapy services for a hospitalized patient who is being discharged, click on the Discharge navigator.

Go to Orders Med Rec in Step 2 of the Table of Contents.

When the window opens, complete the first step of orders/med rec: Reconcile Orders for Discharge.

Next, go to New Orders for Discharge.

In the Additional Outpatient Orders field, type in the type of service/referral order you wish to place (e.g., PT, OT, etc.).

Click Search.
Select the desired order and Click Accept.
(If you wish to order more than one service, click Select & Stay and repeat the search for the next service. When finished, click Accept.)

**NOTE:** If your view defaults to the Preference List tab and the choices listed above are not appearing you may need to click on the Facility List tab or Database Lookup tab to find the appropriate order.

Complete all required fields.

In the Comments section, use the F2 button to move through each item.

Link the order with a diagnosis by clicking a check next to the appropriate condition.

When finished, click Review and Sign.

**Sign** the order(s) in step 3 of Orders Med Rec (Review and Sign).

The Sign button is located in the lower right corner of the workspace.