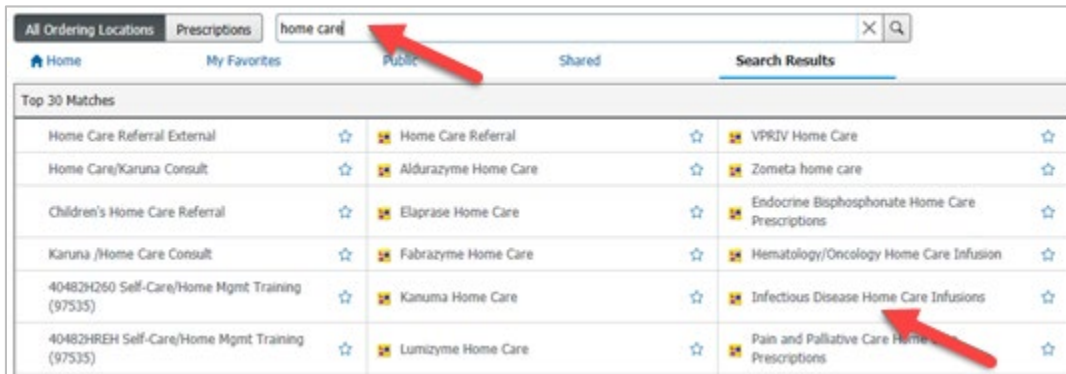# Home Care Orders and Face-to-Face Document

Home Care orders are placed electronically for patients requiring home care services. Home Care powerplans have been developed by specialty to facilitate electronic ordering to meet CMS and CPOE requirements.

- Home Care orders can be placed on any encounter type and status
- Home Care orders can be placed on discharged encounters to facilitate between visit needs
- Diagnosis association is required and is prompted during ordering

1. Select the specialty specific Home Care powerplan which includes the:
   - Children's Home Care Referral
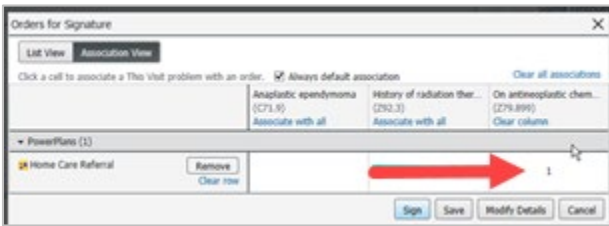   - Home Care Referral External (not Children's Home Care)

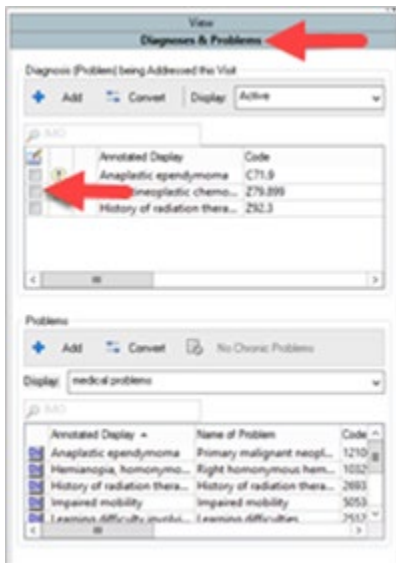2. Complete the appropriate Home Care order details.
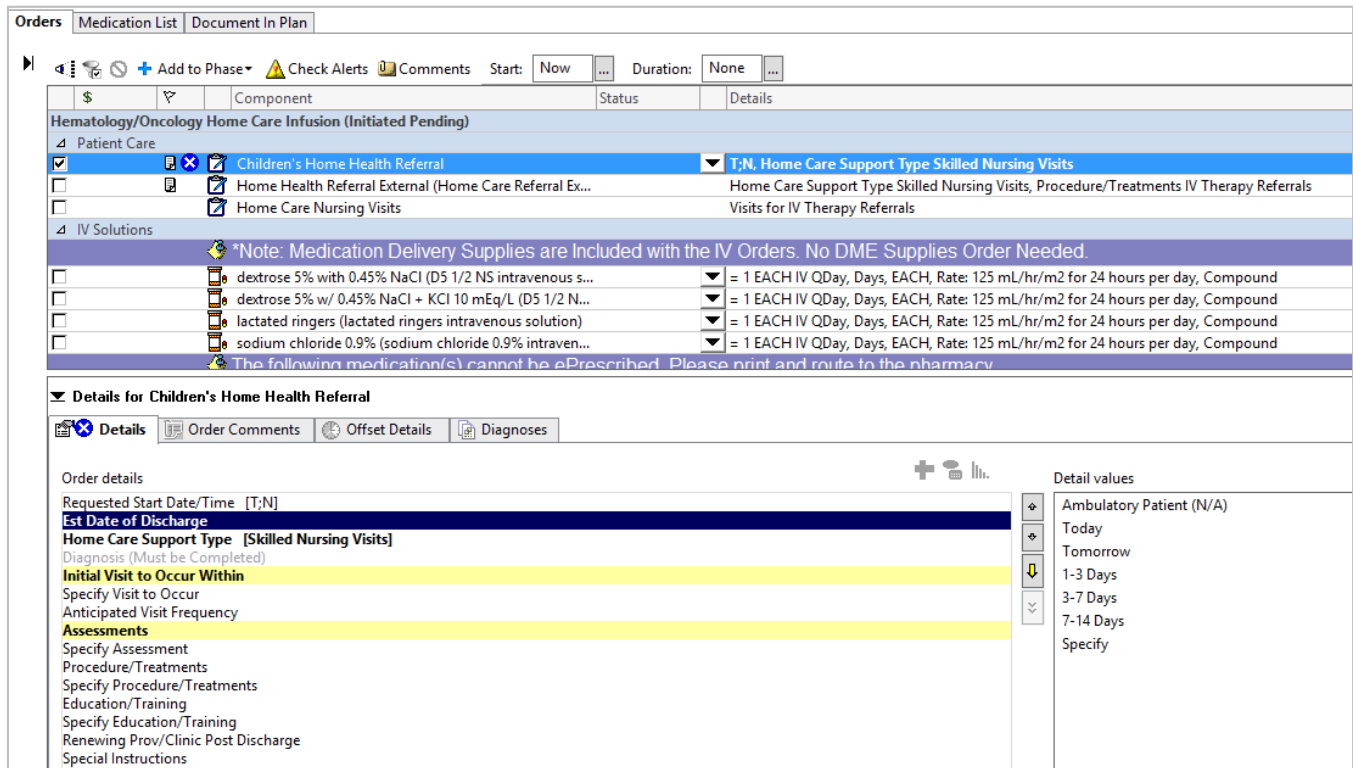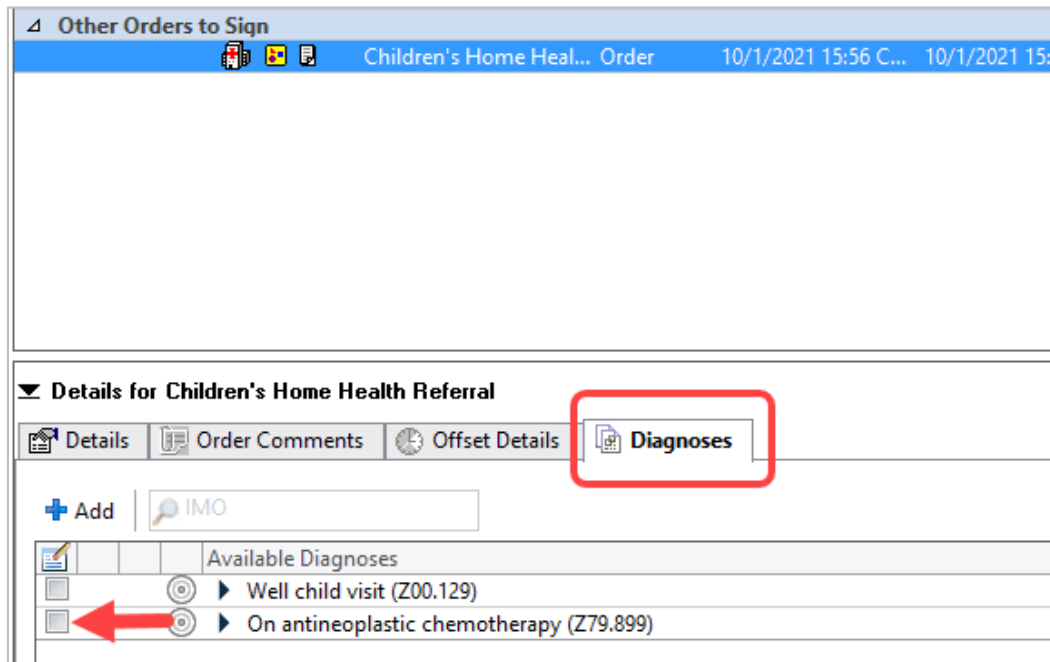
3. Add the diagnosis to associate the referral.

Note: An alert will display as a reminder to enter the diagnosis within the referral order.
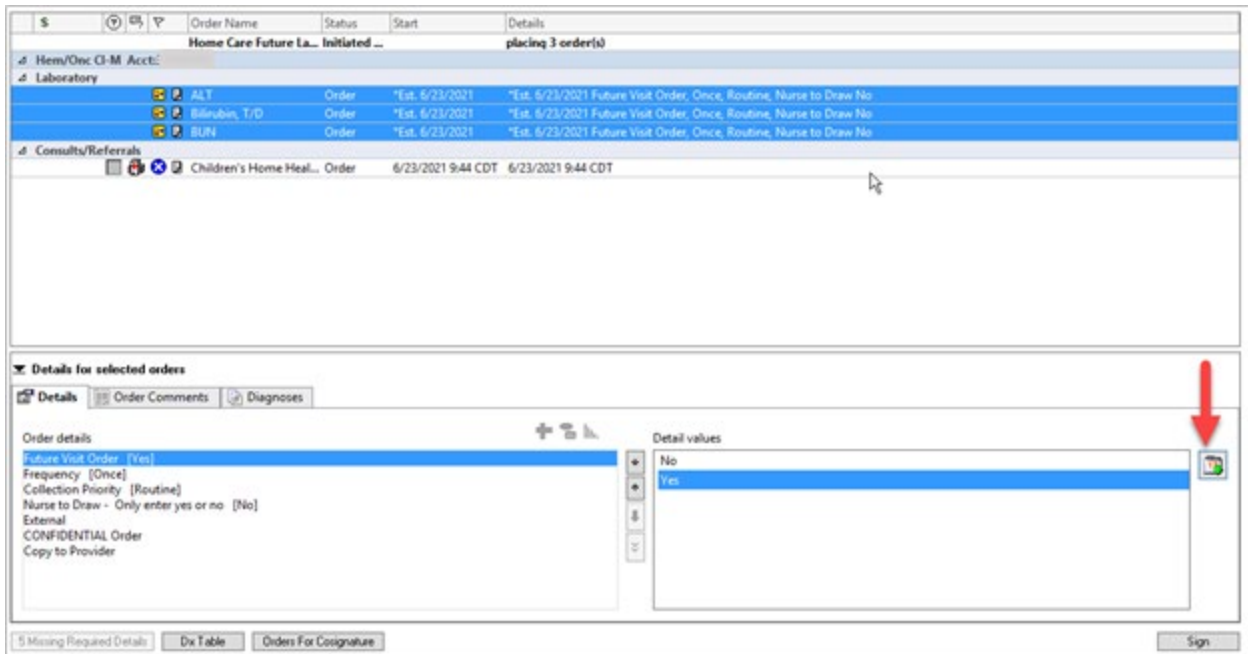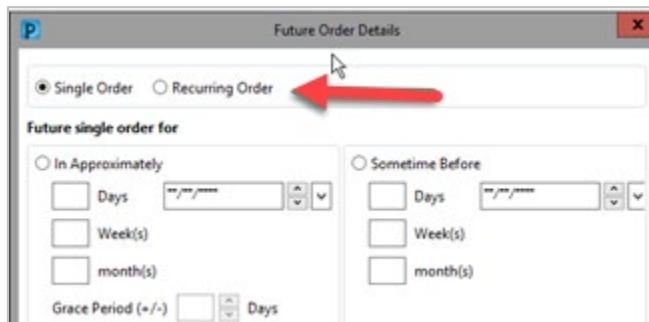
Problem List

Diagnoses tab

Labs

1. Select the Home Care Lab orders or the specialty Home Care powerplan.
2. Select the labs needed to be drawn together and then select **Orders for signature**.
3. Highlight all of the lab orders and then complete the timing details using the calendar icon:

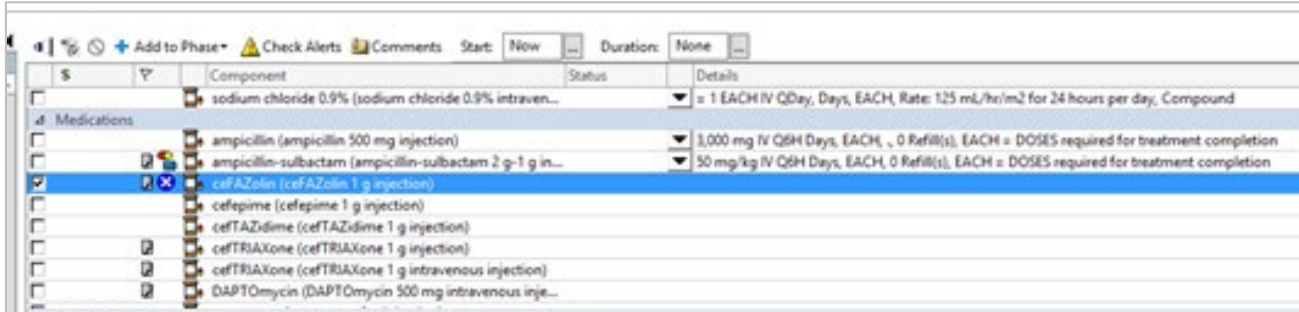4. Recurring orders can also be entered by selecting **Recurring Order**.

Notes:
- Children's Home Care nurses will activate future lab orders which will expedite lab resulting
- The TPN Home Care Powerplan, contains common labs including preset timing
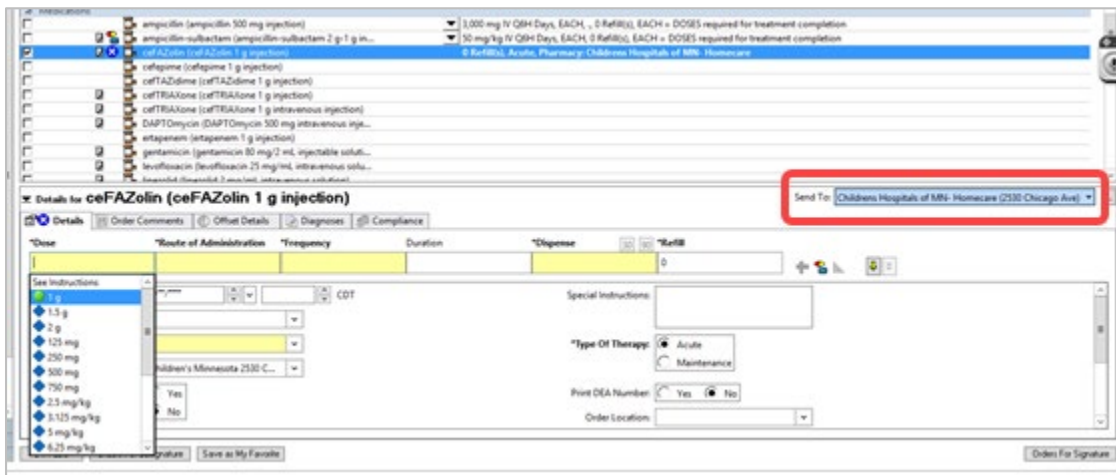
Medications (Entered as Prescriptions)

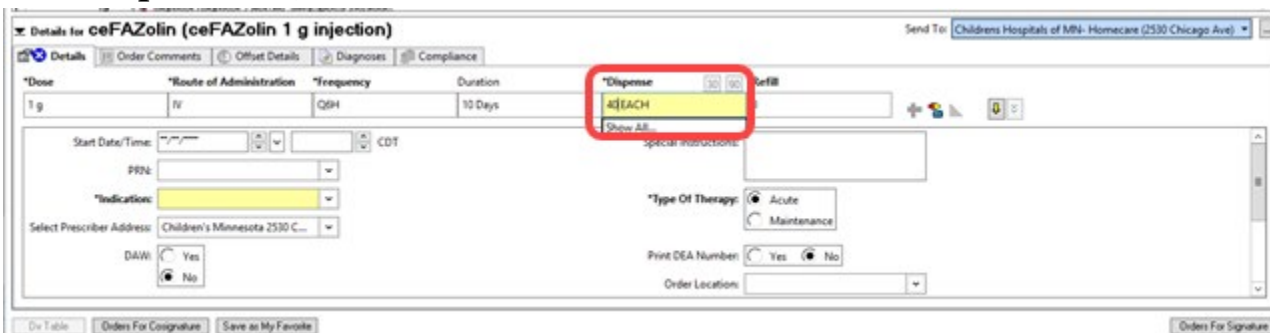1. Select the medication required from a powerplan:

2. Complete the prescription details.
   Note: Ensure that the pharmacy is ***Children's Hospital of MN- Homecare*** or if another agency, select the appropriate Home Care Pharmacy.

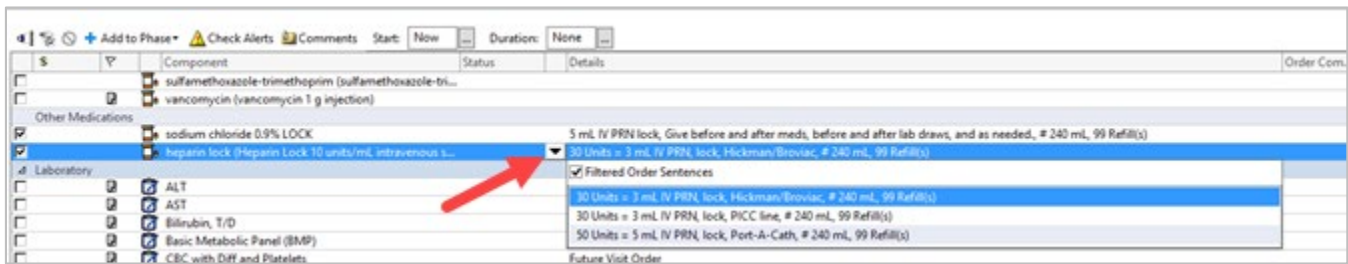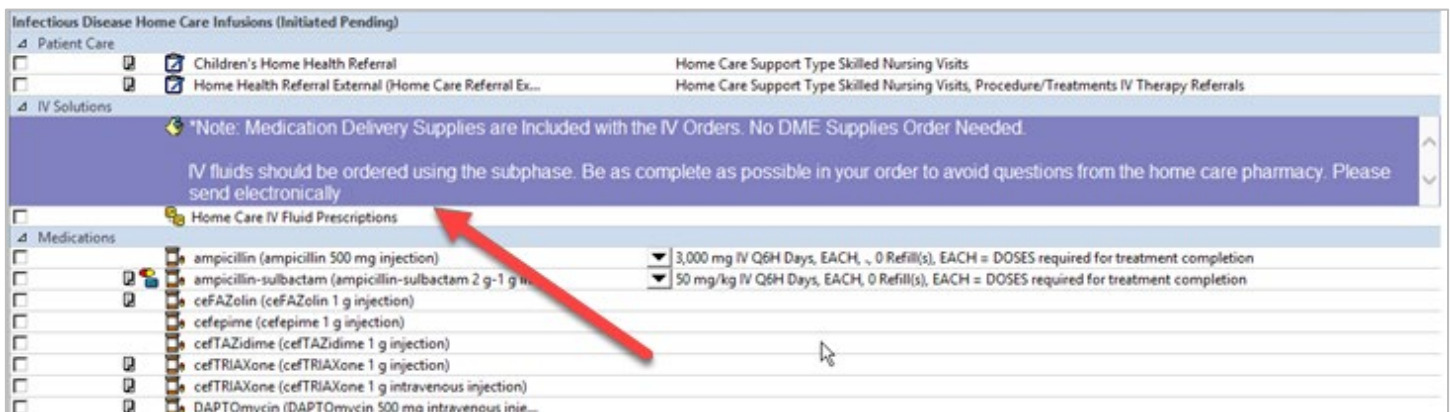3. In the **Dispense** field, select **EACH.**

5. Associated flushes are prechecked.

6. Click the drop-down to determine the type of line the patient has.
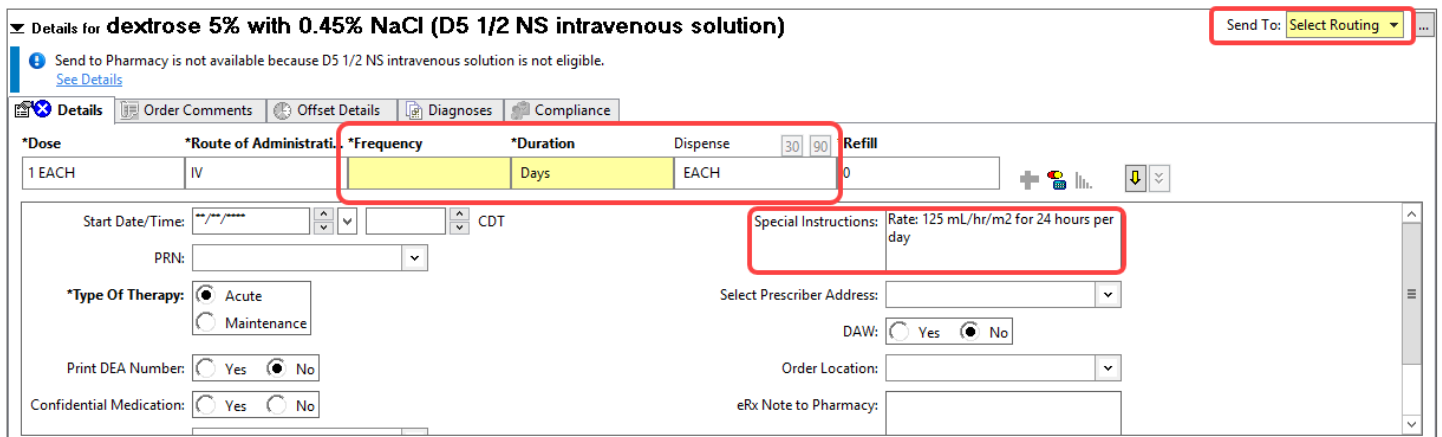

IV Fluids

1. IV Solutions can be ordered via subphase or powerplan.

2. Complete the required fields:
   - **Frequency**
   - **Duration**
   - **Special Instructions**
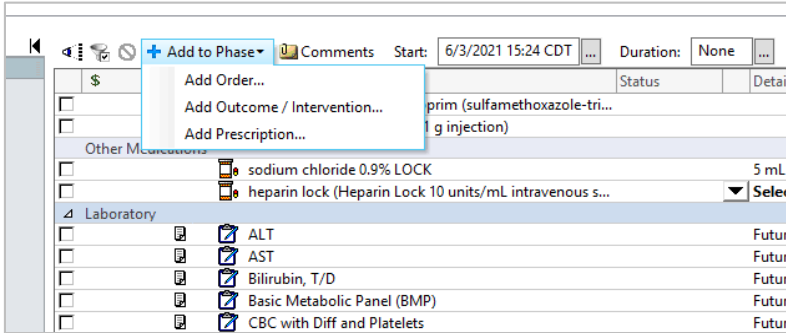   - **Send to** pharmacy

Reminder: Powerplans need to be **Initiated.** Orders will not be routed to Home Care or Pharmacy if the powerplan remains in a planned state.
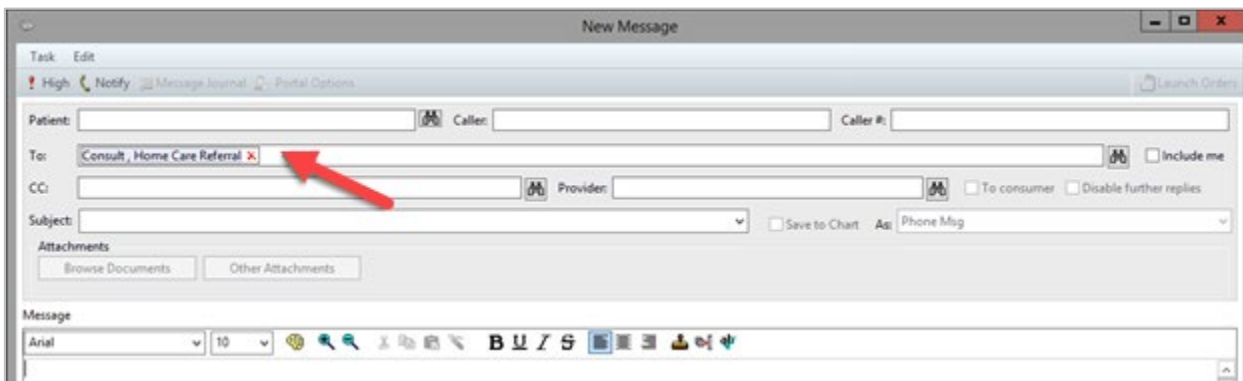
Add to Phase

If the order needed is not in the powerplan, use the **Add to phase** option to locate the additional order(s) needed.

Note: If additional communication to Home Care is required, send the message to **Consult, Home Care Referral**.

Routing of the Home Care Orders and Face-to-Face Document

Children's Home Care

Children's Home Care orders automatically route to Home Care via Message Center. A Face-to-Face document is automatically created and sent to Children's Home Care, eliminating the need for the paper form. Children's Home Health clinical staff will save it to the chart.

Home Care External (not Children's Home Care)

Home Care External (not Children's Home Care) orders can be printed/faxed. A Face-to-Face document is created using the Message Center Patient Letter functionality
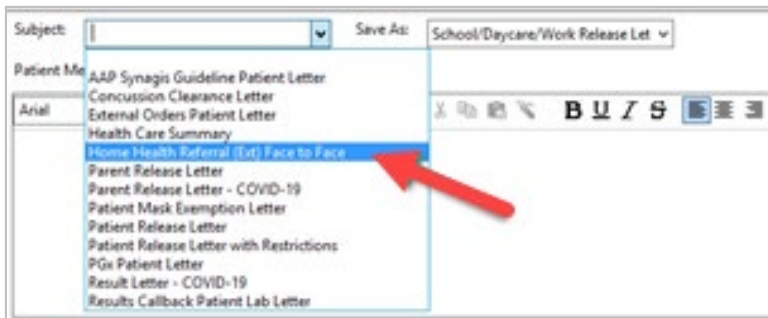
To create the external Face-to-Face document:

1. From the **Communicate** button in the tool bar, select **Patient Letter** from the drop-down.
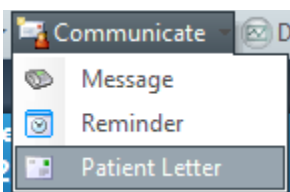
2. Select **Home Health Referral (Ext) Face-to-Face**.
    This letter is available for all encounter types and can be edited and reprinted when needed.

3. Print/fax or forward electronically using Medical Records Request Print (MRRP) on the toolbar.