

PROCEDURE: D-05**Title: Telephone Orders**

Type: Clinical Procedures
Subsection: D-Documentation
Authority: Executive Director with Medical Director
Related Documents:

Policy

Only Registered Staff shall receive telephone orders from a Physician.

Purpose

To ensure safe and accurate transcription of Physician Orders.

D-05.01 Documenting Telephone Orders

1. The order is to be written directly onto the Physician's Order Sheet, including time and date.
2. The Nurse shall repeat the order back to the physician word for word.
3. The Nurse shall sign the order as follows:
4. T.O./Physician's Name/Nurse's Name/Status.
5. The order is to be processed as soon as possible.
6. Registered staff to alert the physician to sign the telephone order on their next visit.

D-05.02 Review Cycle

Clinical Policies shall be reviewed in the odd year.

Original Approval: 04-2004
Reviewed On:
Revised On: 04-2013