

**DOCUMENTATION GUIDELINES
FOR
CENTRAL STATE HOSPITAL
PHYSICIAN'S ORDERS**

1. The Physician's Order form allows for three (3) orders to be written per page. This new design will allow for more space, thereby improving legibility.
2. The CSH stamp plate will only be used once in the bottom right hand corner.
3. Allergies are to be listed in the bottom left-hand corner, which allows them to be more visible.
4. Each time an order is written, the appropriate pink and yellow copies are to be removed. *The yellow copy will be sent to the pharmacy and the pink copy will be sent to the nurse.*
5. Each order must include the date and time the order is written and the signature and hospital number of the physician writing the order.
6. Each order must also include the date, time, signature and title of the nurse transcribing the order.
7. If the physician's order is placed verbally or by telephone, this should be indicated. When the physician signs this order (within 48 hours), they must document the date and time they are signing the order and include their signature and hospital number.
8. On verbal orders, the nurse receiving the order (only an LPN or RN can receive a verbal order) will sign, date, time the order and indicate (T.O.) telephone order or (V.O.) verbal order. This signature, date, time, and T.O./V.O. will be documented immediately following the order. The nurse transcribing the order will enter the signature, date, and time in the allotted "Nurse's Signature" spaces.