



Ambulatory Care Network

HEALTH SERVICES • LOS ANGELES COUNTY
Quality • Compassion • Responsibility

Policy & Procedure Number	ACN
	CD-01.012
Origination Date:	11/20/2015
Revision Date:	7/25/2019
Review Date:	8/8/2019
Approved By:	ACN P&P

TITLE: Proposed Orders

DIVISION: Ambulatory Care Network

SERVICE AREA/ UNIT: Ambulatory Care Network

1.0 PURPOSE:

To provide a process for Ambulatory Care Network (ACN) workforce members (RN, LVN, CMA) to propose orders in the electronic medical record.

2.0 POLICY:

Workforce members shall propose an order for purposes of bridging care gaps and expediting patient services. Proposed order(s) must not be carried out in advance of the provider accepting the proposed order(s).

3.0 DEFINITION:

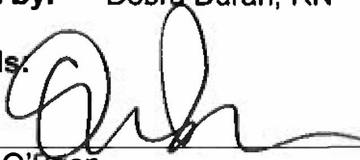
Proposed Order: An electronic tool available for use in the electronic medical record system whereby a staff member can alert and prompt the Provider (licensed independent practitioner) to accept, modify, or reject the order. The proposed order function is not to be confused with placing an active order. A proposed order is a prompt that **must** be either accepted, modified, or rejected by the Provider.

4.0 PROCEDURE:

- 4.1 Workforce members will utilize the proposed order function of the electronic medical record whenever she/he identifies a care gap or a patient request is made for services that are clinically appropriate.
- 4.2 The Provider shall review the proposed order and act upon the proposal by either accepting, modifying, or rejecting the order.
- 4.3 Once the Provider accepts or rejects the order, the Provider will notify staff.

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Approvals:



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Interim Chief Executive Officer

Date


9/13/19



Margarita Pereyda, MD
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Date

8/20/2019



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Date

8/28/19

P&P History

Date	Department	Policy & Procedure #	Comments	Next Annual Review Due
11/20/2015	ACN	N/A	Draft prepared	
04/14/2016	ACN	CD-01.012	ACN P&P approved	04/14/2017
07/25/2019	ACN	CD-01.012	Revised	07/25/2022