

TRANSCRIPTION OF DOCTORS' ORDERS



Doctor's Orders Includes

- May be handwritten, preprinted, or entered into a computer.
- Diagnostic Procedures
- Medications
- surgical treatment
- Diet
- Activity
- Labs
- Discharge, transfers
- written in black/blue ink
- time, dates, and signs each entry
- can be one or more orders

DOCTORS' ORDERS

- **Permanent record of prescribed care**
- **Flagging the chart varies at each facility**
- **Doctor may forget to flag chart.**
- **New orders identified by absence of symbols/sign off**
- **Always check charts left on counters for new orders**
- **Order recorded near top of page, check previous sheet**
- **Order recorded near bottom of page, place diagonal lines across remaining space, so an order couldn't be squeezed in later.**

Recording Telephoned Physicians' Orders

- HUC policy varies according to agency – some facilities only allow RN to record telephoned doctors' orders.
- Accuracy is an absolute must!
- Guidelines:
 - correctly identify chart, compare chart spine and ID label on doctor's order.
 - record directly below last entry, no spaces
 - record in ink
 - record date & time
 - record exactly as stated by physician
 - read entire order back to physician
 - include signature & status
 - physician to cosign within 24 hr



Categories of Doctors' Orders

- According to when they are carried out & length of time they are in effect
- Standing, or Continuing Orders
- Standing or Continuing PRN Orders
- One-time or short-series orders
- STAT orders



Standing, or Continuing Orders

- Majority of orders
- In effect & executed routinely until discontinued or changed in writing

BP tid

Regular Diet



Standing or Continuing PRN Orders

- Latin words pro re nata, meaning as circumstances may require.
- Executed according to patient's need
- In effect until changed or discontinued by doctor
- Qualifying phrase
ASA 650 mg q4h prn headache



Compazine 10 mg IM q6h nausea or vomiting

One-Time or Short-Series Order

- Carried out once only, or short series
- Qualifying phrase
- Automatically discontinued upon completion

give pt TW E this PM

BP q2h till awake



STAT Orders

Latin word statim which means at once

- At once, now, immediately, means stat also.
- Emergency situation or critically ill
- Communicated to nurse immediately
- Transcribed first when included in a set of orders
- Automatically discontinued when completed

CBC stat



KARDEX

- Portable file - quick reference
- One Kardex record per patient
- Patient information at bottom written in ink - name, doctor, room number, allergies, diagnosis
- The remaining information written in pencil
- Not considered a legal document.
- See pg 151-153



5 Main areas of Kardex

Purpose is to maintain a current profile of patient

- Activity
- Medication
- Diet
- Treatment
- Diagnostic studies
- Vital signs/weight
- Care Plan, nursing needs
- Used for report, assigning patient care.
- May be tossed after discharge, or care plan filed.



X-Ray

SYMBOLS


- Will vary per agency
- Indicates completion of task, pg 155, fig. 9-7
- Written in ink - legal document
- Reduces possibility of error
 - K transcribed to Kardex
 - Ord tests, treatments, supplies ordered
 - M transcription of medication
 - Called record name of person who received call
 - PC sent pharmacy copy, record time sent

Signing-Off Doctors' Orders

- Indicate completion of transcription process

May use different colored ink.

Doctors' Orders	
Record:	
date	
time	
name	
status	
4-15-02 0800	
D. Smith, CHUC	



See pg. 155, fig. 9-8

RN may cosign

10 Steps for Transcription of Doctors' Orders

- Read complete set of orders
- Complete stat orders first.
- Send pharmacy copy second, so pt. Receives meds ASAP
- Collect all necessary forms
- Order diagnostic tests, treatments, supplies
- Kardex all orders, does new order cancel existing?
- Erase d/cd orders
- Complete medication orders
- Place telephone calls to complete orders
- Recheck each step for accuracy, thoroughness
- Sign-off completed set of orders
- Complete Activity 9-2 in skills manual.
- May be done by the computer method.

Types of Transcription Errors

- Errors of omission
- Errors of interpretation
- Errors in selection of the patient's imprinter card or computer screen
- Errors in selection of patient's Kardex from
- Errors in reading doctor's handwriting

Avoiding Transcription Errors

- Ask doctor or nurse if you cannot read or understand order
- Always use symbols
- Always use patient information from the chart to select computer screen or imprinter card - never use room number
- Always record the sign-off information on line directly below doctor's signature
- Always void space if set of orders finishes near bottom of order sheet
- Refer to the progress notes to help read orders.

- Transcription of doctors' orders is the single most responsible task of the HUC.
- An error may result in patient harm or delay of treatment / recovery.