

WESTERN MARYLAND HEALTH SYSTEM

Form for Submitting Pre-Printed Physician Orders To Order Set Committee

1. This form must accompany all requests for new or revised orders.
2. Changes are to be made legibly on current pre-printed order set from designated compiled MD Orders found on the computer.
3. New Order Sets are to be submitted in legible handwritten or "WORD" document.
4. There should not be any abbreviations in the order set.
5. The Order Set Committee is responsible for ensuring correct format. The person requesting revisions or developing a new order set is responsible for ensuring content accuracy.
6. Submit this form and order revisions to Mary Ziler, Nursing Administration Secretary by the first Tuesday of the month for which approval is needed.
7. Orders will be reviewed for approval at the monthly Order Set Committee meeting. After approval, order set will be placed into Meditech, (if applicable), and into MD Orders. Contact person will be notified by the I.T. Department when orders are complete and ready for use.

8. New Order Set Title: _____

Revisions to Existing Order Set. Form # : _____

Title: _____

9. Department Manager: _____ Dept/Unit: _____ Phone #: _____

Physician making request: _____

Date: _____

Revised: 7/07 Form # 0000