

SOP Template: Current and Pending Doctor's Orders Review

This SOP details the process for **current and pending doctor's orders review**, ensuring accurate, timely, and thorough evaluation of all medical orders for patient care. It includes procedures for verifying the authenticity and appropriateness of doctor's orders, updating patient records, coordinating with healthcare providers, and maintaining compliance with regulatory standards. The goal is to optimize patient safety and treatment efficacy through systematic review and documentation of physician directives.

1. Purpose

To provide standardized procedures for reviewing all current and pending doctor's orders, ensuring completeness, accuracy, and compliance with medical protocols and regulations.

2. Scope

This procedure applies to all clinical staff responsible for reviewing, processing, and documenting doctor's orders related to patient care in *[Facility/Department Name]*.

3. Responsibilities

- **Registered Nurses/Clinical Staff:** Review and implement doctor's orders; notify providers of discrepancies.
- **Physicians:** Provide clear, accurate, and timely orders.
- **Medical Records Staff:** Ensure accurate documentation and recordkeeping of all orders and changes.
- **Supervisors/Managers:** Oversee compliance and audit order review processes.

4. Procedure

1. **Order Retrieval**
 - Access current and pending orders in the Electronic Health Record (EHR) or paper chart.
2. **Order Verification**
 - Confirm orders contain all required information (patient name, date, order details, provider signature).
 - Verify provider credentials and authenticity.
3. **Assessment of Appropriateness**
 - Assess the clinical appropriateness and clarity of each order.
 - Clarify any ambiguous or potentially unsafe orders with the prescribing provider.
4. **Record Updating**
 - Ensure all orders are entered or updated in the patient's record promptly.
 - Document any changes, clarifications, or cancellations.
5. **Communication and Coordination**
 - Notify relevant staff of new, changed, or discontinued orders.
 - Document communication efforts as required.
6. **Regulatory Compliance**
 - Ensure review processes comply with local, state, and federal regulations and accreditation standards.
7. **Documentation**
 - Maintain a log of reviewed orders, including reviewer's name, date, and actions taken.

5. Documentation & Forms

Use the following forms and EHR templates as part of the review process:

- Doctor's Order Review Log
- Order Clarification Form
- Communication/Notification Documentation Sheet

6. Quality Assurance & Audits

- Periodic audits will be conducted to ensure adherence to the SOP.
- Randomly selected patient records will be reviewed for compliance and accuracy.
- Corrective actions will be taken as necessary.

7. References

- [Insert relevant hospital or regulatory guidelines/manual references]
- [Insert pertinent accreditation or compliance standards, e.g. JCAHO, CMS]

8. Revision History

| Version | Date | Description of Change | Author |
|---------|--------------|-----------------------|--------|
| 1.0 | [MM/DD/YYYY] | Initial draft | [Name] |