

OUTLINE FOR WRITING ADMISSION ORDERS

Please observe the following guidelines when writing orders:

Write legibly! Write with ink, preferably black; Date and time ALL orders; Record patient's weight (and height if available) on initial orders; When writing for medications such as one-tenth milligram, one milligram, please delineate as 0.1 mg and 1 mg (if you write for one milligram as 1.0 mg, it might be read as 10mg).

1. Admit to _____ service:

Drs. _____ (attending); _____ (Sup. Resident); _____ (Intern).

2. Diagnosis(es):

3. Condition: (satisfactory, guarded, or critical; do not use the term "stable".)

4. Allergies: List substance in capital letters and how allergy was manifested.

5. Vital Signs: Every _____ (time interval to be performed.)

6. Activity: (Bedrest, bedrest with BRP, up ad lib, etc.)

7. Nursing Orders: _____

(e.g. I/O's, daily weights, neuro checks, etc.)

8. Diet:

9. IV Orders: (type of fluid) to run at _____ cc/hr. (NOTE: if this is maintenance, ½ maintenance, etc.)

10. Medication(s): (Name; amount, route, dosing interval). (NOTE: amount/kg/day, etc.)

11. Lab: (Name of test(s), time to be done. (List blood, then urine, body fluids, radiographic, etc.)

12. Special Orders: (e.g. conditions under which to notify doctor, consultations, etc.

Your name, Title