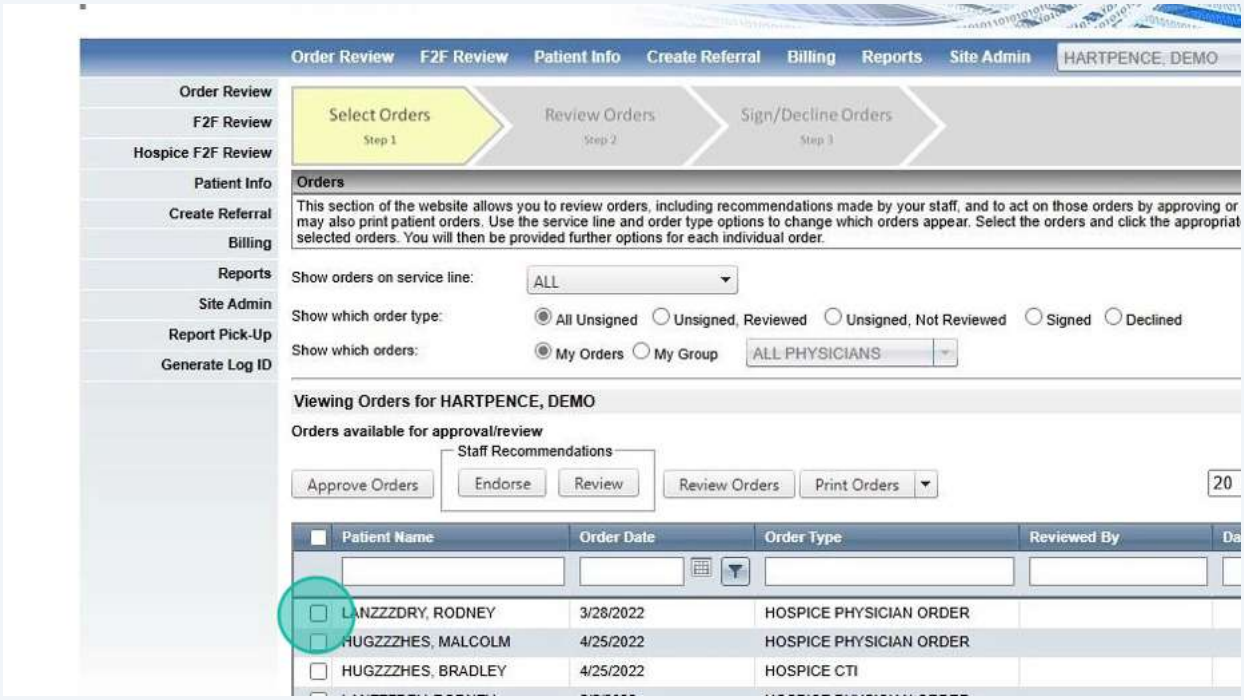
Declining an Order via Provider Link

This feature allows providers to review and decline orders that are not clinically appropriate or require changes. After reviewing the order details, the provider can select the Decline option and provide a reason. Once confirmed, the order is routed back to the back office in Homecare Homebase for further review and follow-up.

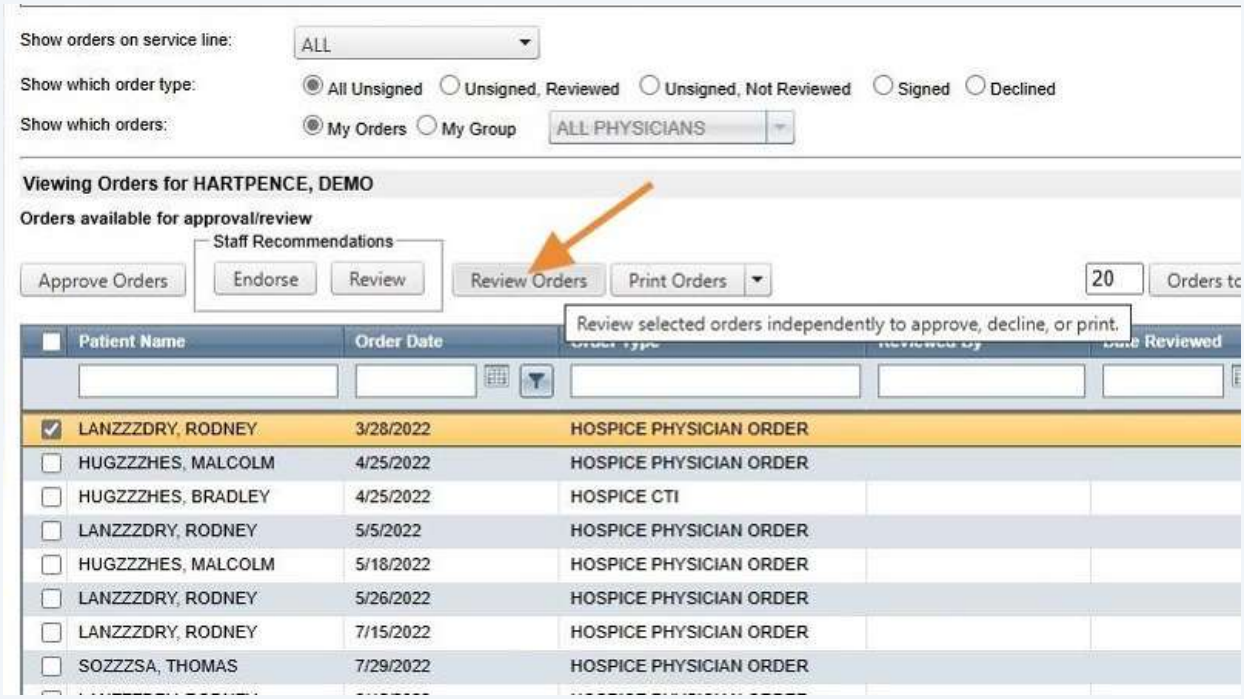
1 Once logged in, depending on your display navigate to the **Order Review** section. In this example we are using the Dashboard view.

- Click on the **menu** in the upper left-hand corner. OR
- Select the **Unsigned Orders** bar in the bar graph.

2 Select the patient you are inquiring about. You can select multiple patients if needed.

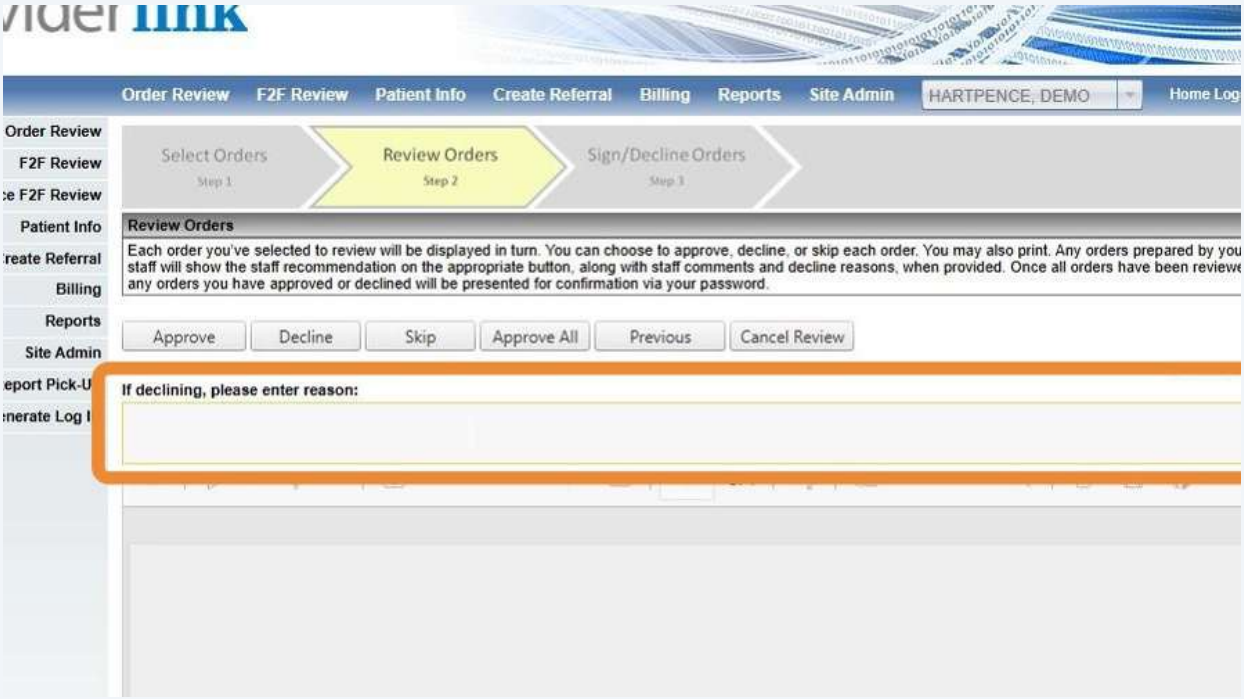


3 Click on "Review Orders"

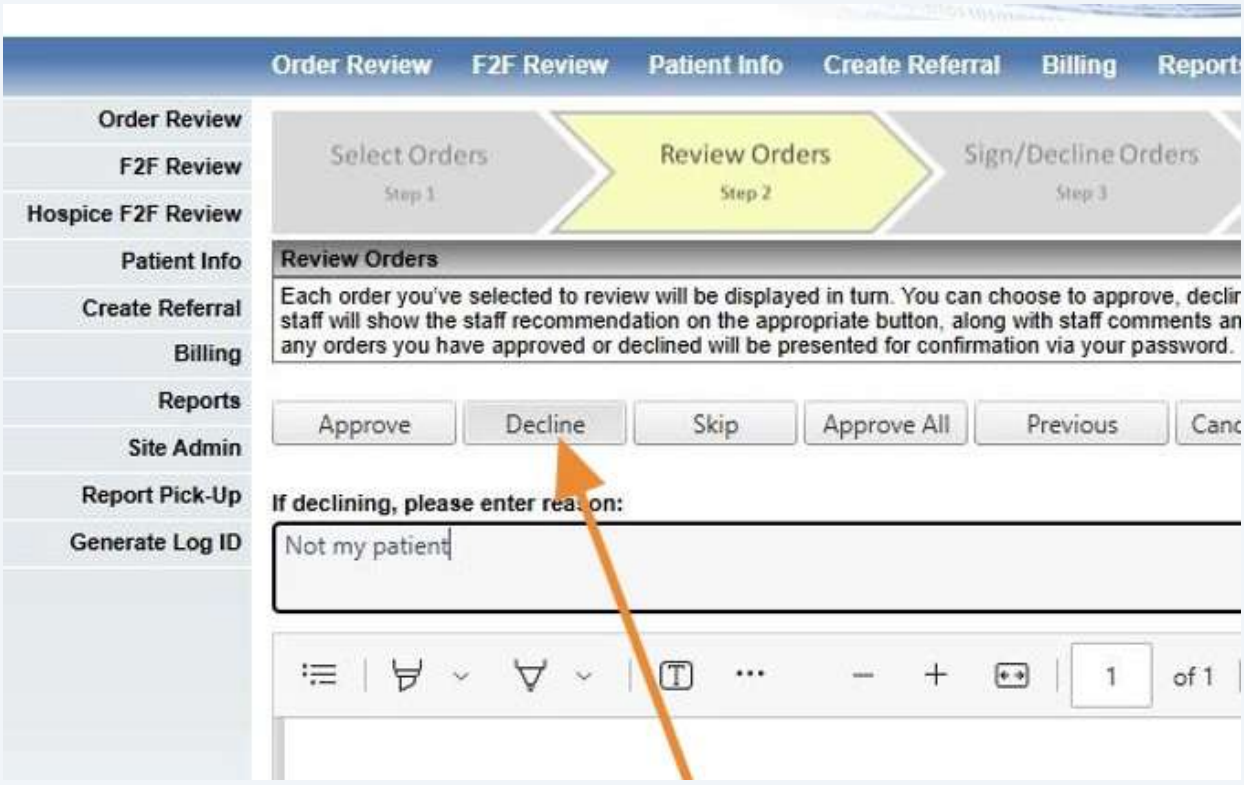


4 This will bring you to the **Review Orders** screen.

Enter the reason for declining the order in the highlighted box.

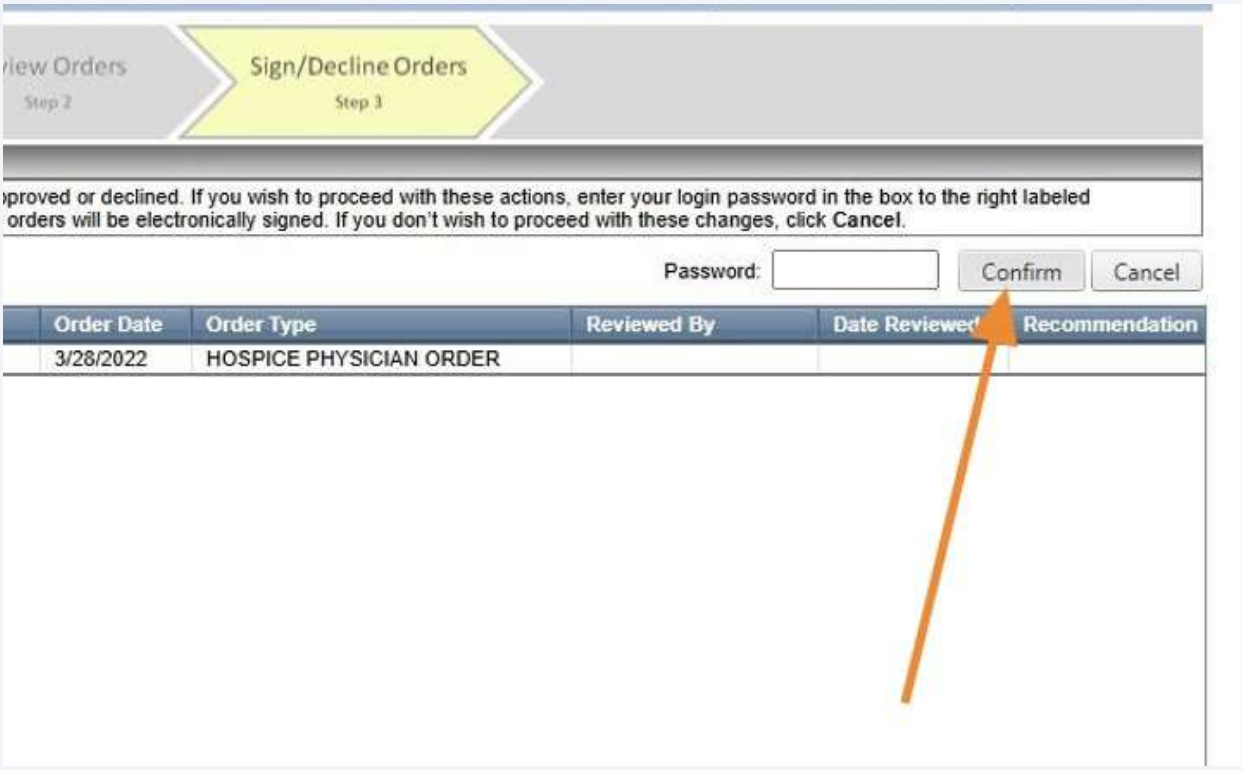


5 Click "Decline"



6 Click "Confirm"

If your account is set up to **not** require a password to sign orders, you can simply hit **Confirm**.

If your account **does** require a password, enter your password and then hit **Decline**.

The orders will go back to the back office in Homecare Homebase to review.