How to set code status in PointClickCare

This guide shows you how to set code status in PointClickCare for a resident. You will find the resident's current code status, add a DNR order through the Orders module, and verify the update. You will also learn how to edit or discontinue a code status order and confirm that it has been removed.

Prerequisites

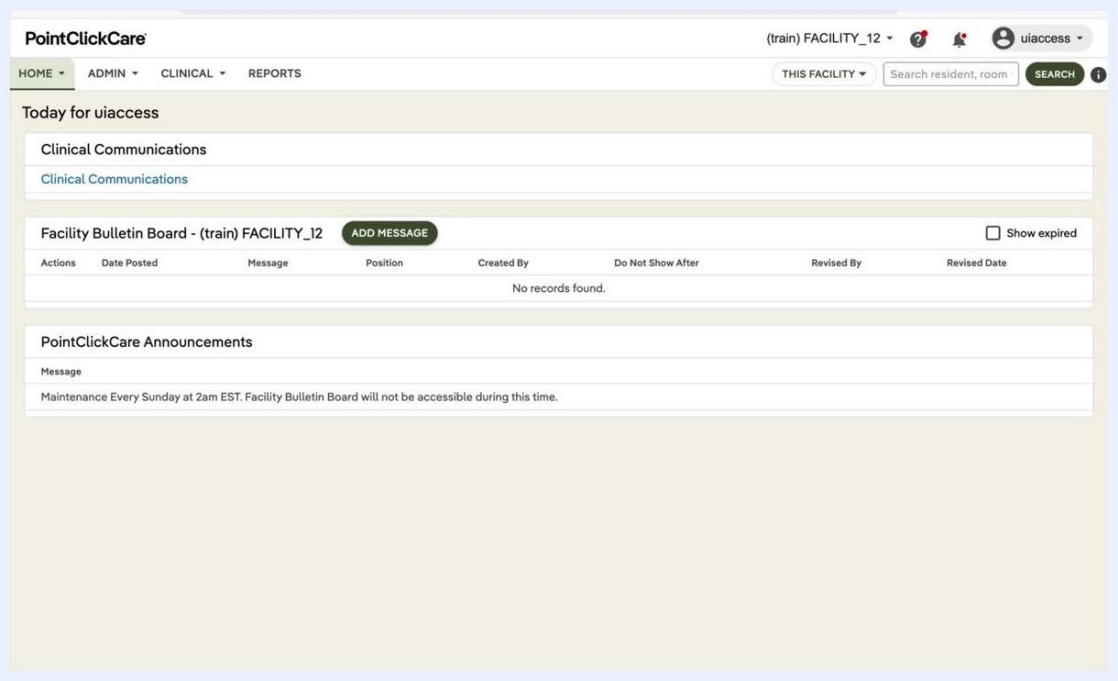
Before you begin, make sure you have:

- Access to PointClickCare and the ability to log in.
- The name of the resident whose code status you are documenting.
- The name of the physician who gave the order and how it was communicated (for example, Phone or Verbal).

Find a resident's current code status

1. Log in to PointClickCare

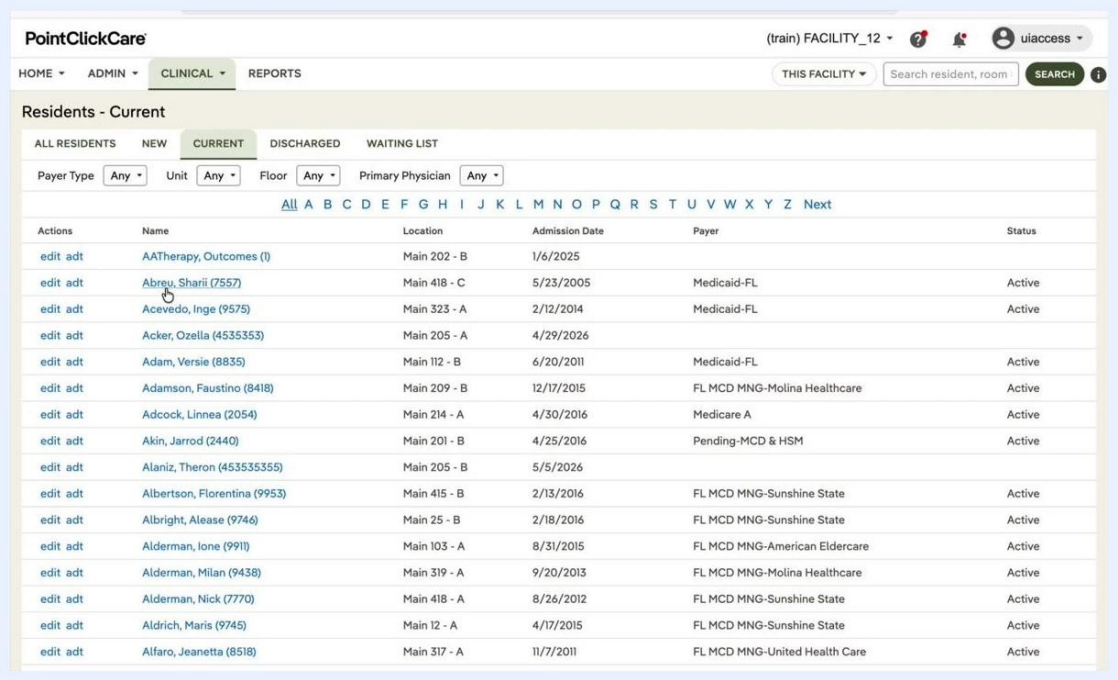
Log in to open the home dashboard. It includes sections such as "Clinical Communications," "Facility Bulletin Board," and "PointClickCare Announcements." An announcement might read, "Maintenance Every Sunday at 2am EST. Facility Bulletin Board will not be accessible during this time."



PointClickCare home dashboard showing Clinical Communications, Facility Bulletin Board, and Announcements

2. Open the Clinical menu

Hover over or click the **CLINICAL** tab in the top navigation bar. A dropdown menu appears with options such as **Residents**, **Dashboard**, **Orders**, and **Lab/Rx Results**.



Dropdown menu under the CLINICAL tab showing options such as Residents, Dashboard, and Orders

3. Select Residents and find the resident

Click **Residents** under the "People" section. The "Residents - Current" page lists all current residents. Columns include Actions, Name, Location, Admission Date, Payer, and Status.

You can use the filters at the top to narrow the list by Payer Type, Unit, Floor, or Primary Physician. Then locate the resident by name, for example "Abreu, Sharii (7557)."

4. Open the resident's chart

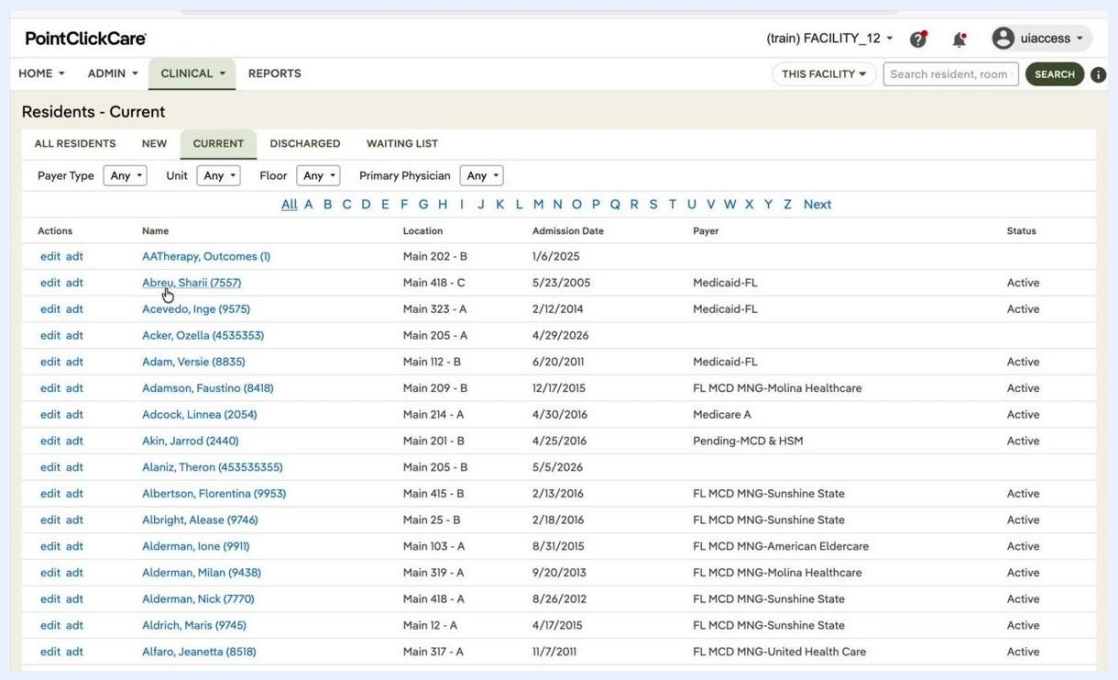
Click the resident's name, or click the **edit adt** link next to the name, to open the chart.

5. Locate the Code Status field

In the resident's chart, find the **Code Status** field. It usually appears near the top of the profile section. It may appear alongside an **Advance**

Directives link. You may also see other information, such as allergies, physician, location, and vital signs.

The code status field is not directly clickable for editing in this view.



Resident chart showing Code Status, the Advance Directives link, allergies, and vital signs

Keep these points in mind:

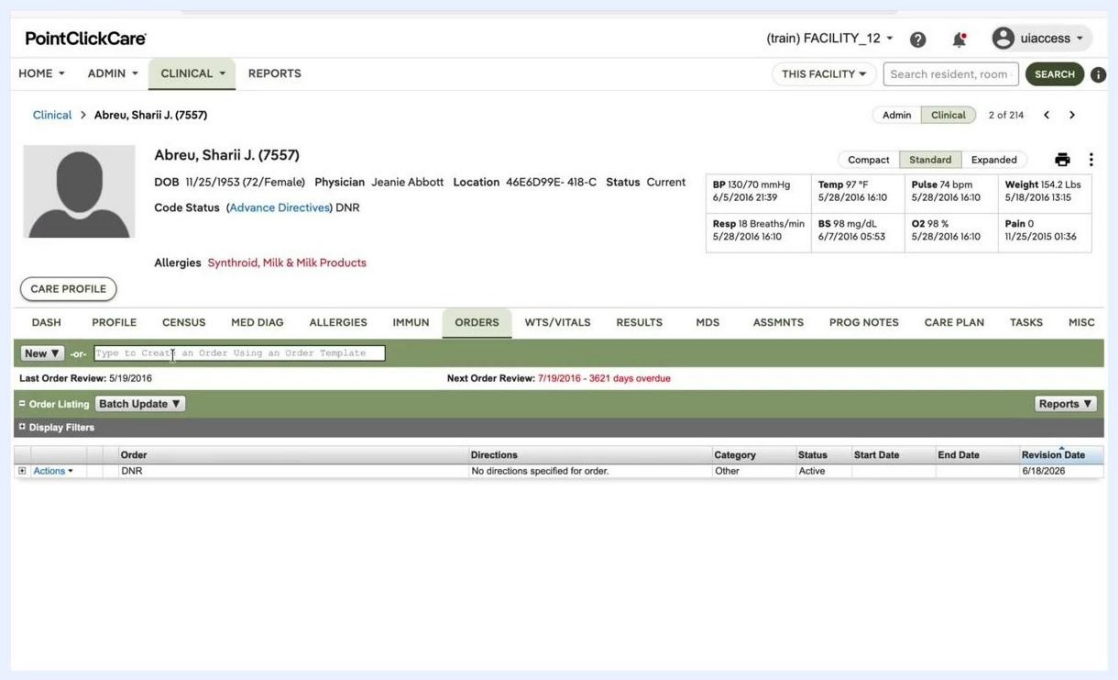
- Verify the code status before you proceed with any emergency or care decision.
- If no code status is documented, default to applying all emergency measures.

Set or change a resident's code status

You add or change a code status by entering an order. The example below adds a DNR order.

6. Open the resident's Orders tab

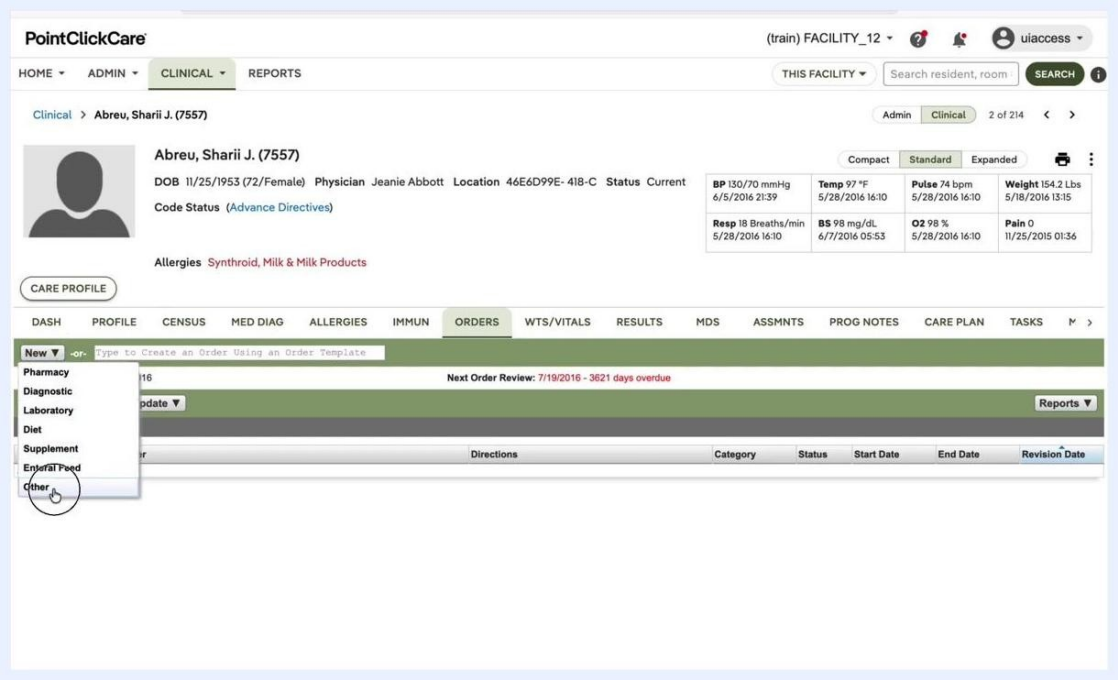
In the resident's chart, click the **ORDERS** tab to view all current orders. Confirm that the resident's name and current code status (for example, DNR) are displayed.



Resident chart with the ORDERS tab selected, showing DNR code status and the order entry field

7. Start a new order

Click **New**. In the dropdown menu, select **Other** to indicate that this is not a pharmacy, diagnostic, or dietary order.



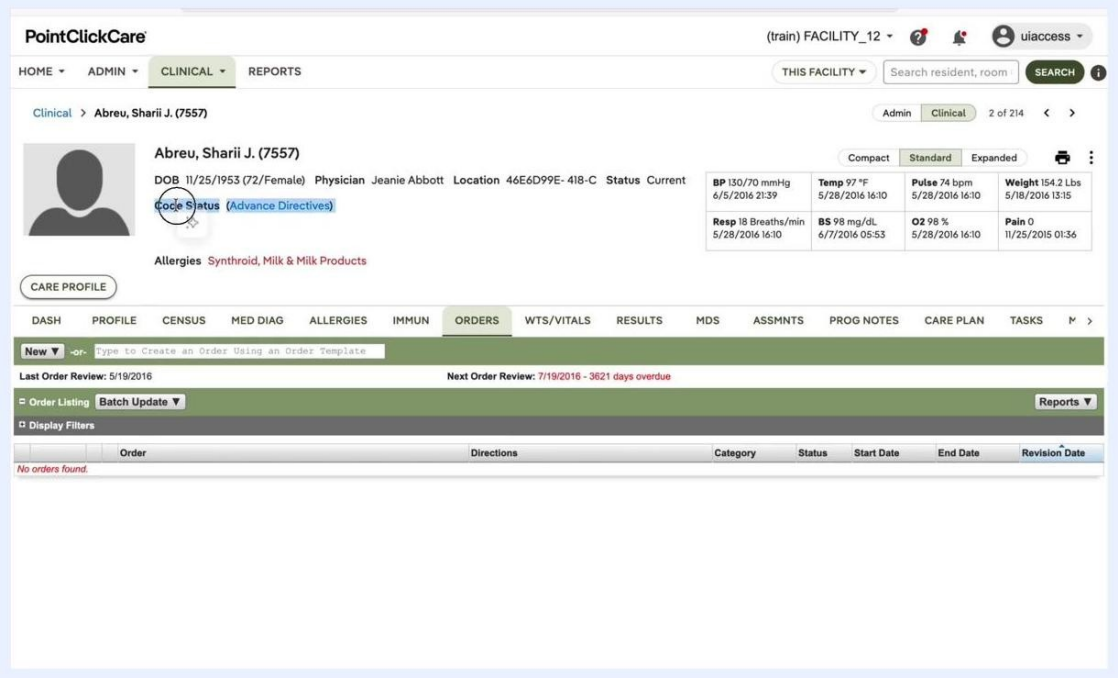
New button dropdown with Other selected as the order category

8. Complete the Order Entry form

In the **Order Entry** popup, complete these fields:

- **Order Date:** Enter the current date (for example, 6/18/2026).
- **Order Category:** Make sure "Other" is selected.
- **Communication Method:** Select how the order was communicated (for example, Phone, Verbal, Prescriber written, or Prescriber entered). This example uses **Phone**.
- **Ordered By:** Choose the responsible physician (for example, Jeanie Abbott). Use the provider search if needed.
- **Order Template Search:** Type and select **DNR**.
- **Order Template:** Confirm that it populates as **DNR**.
- **Description:** Enter **DNR**.
- **Advance Directive Status:** Leave this blank unless additional information is required. You set it in the next step.

- **Order Type:** Select **ADVANCE DIRECTIVE - []**.



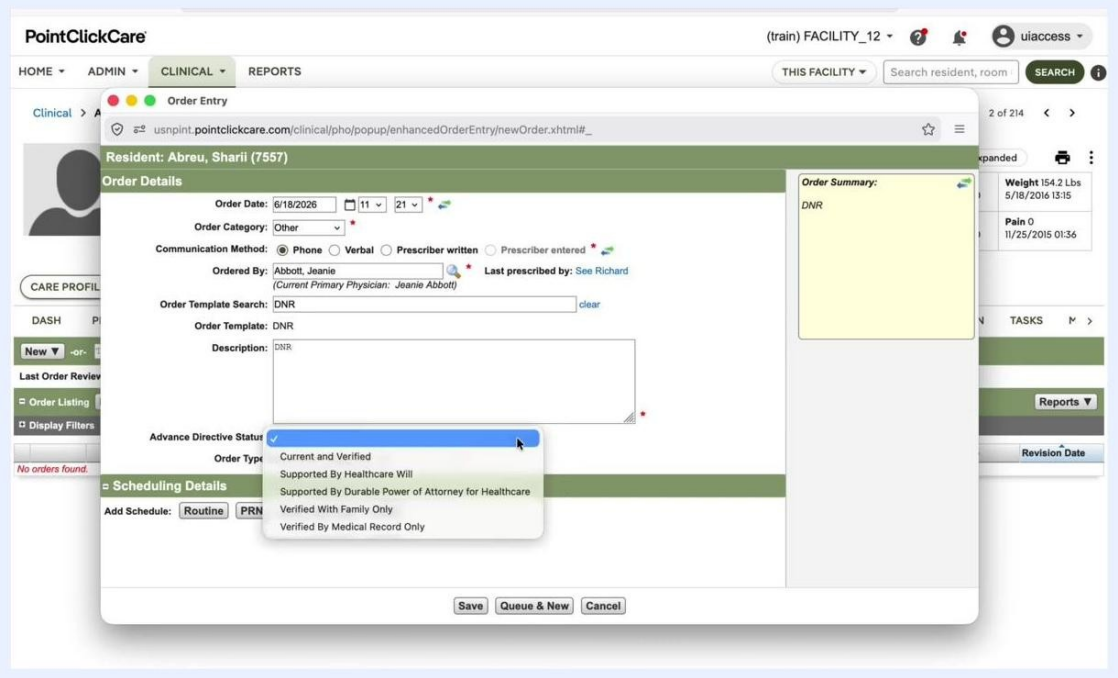
Order Entry popup with the DNR order details filled out

9. Specify how the code status is supported

In the **Advance Directive Status** dropdown, select the option that applies:

- **Current and Verified**
- **Supported By Healthcare Will**
- **Supported By Durable Power of Attorney for Healthcare**
- **Verified With Family Only**
- **Verified By Medical Record Only**

This example uses **Current and Verified**.



Advance Directive Status dropdown listing Current and Verified, Supported By Healthcare Will, and other options

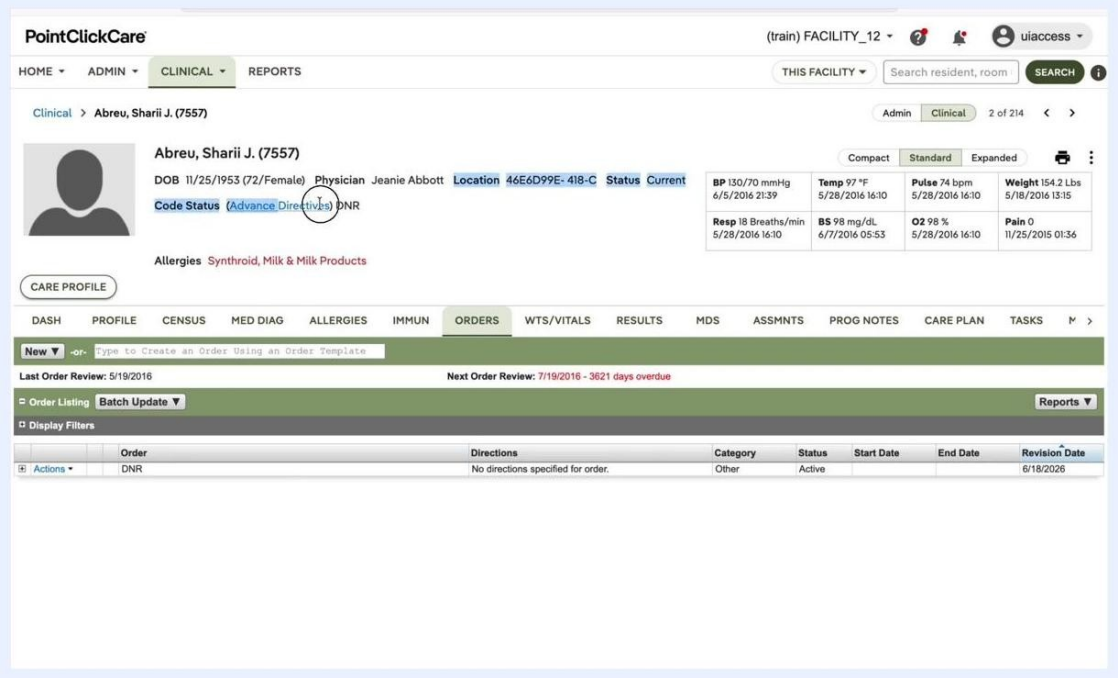
10. Save the order

Click **Save** to submit the order. Review the order for accuracy and click **Acknowledge** if prompted.

A confirmation screen displays the order details. In this example, they include:

- Order Date: 06/18/2026 11:21
- Communication Method: Phone
- Order ID: 12155715
- Order Summary: DNR

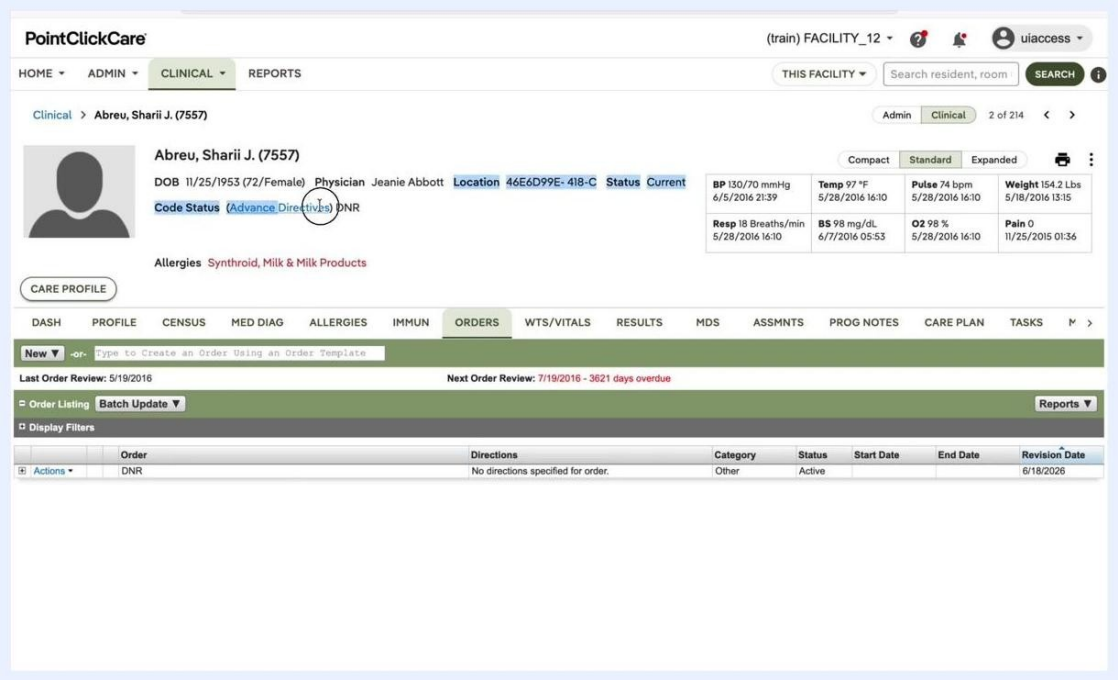
- Confirmed By: uiaccess



Order confirmation screen showing the details of the DNR order

11. Verify the updated code status

Return to the resident's chart and confirm that **Code Status** now displays **DNR**. The new order should appear in the orders list with a status of **Active** and the correct revision date.



Resident chart showing the updated Code Status as DNR and the new order in the list

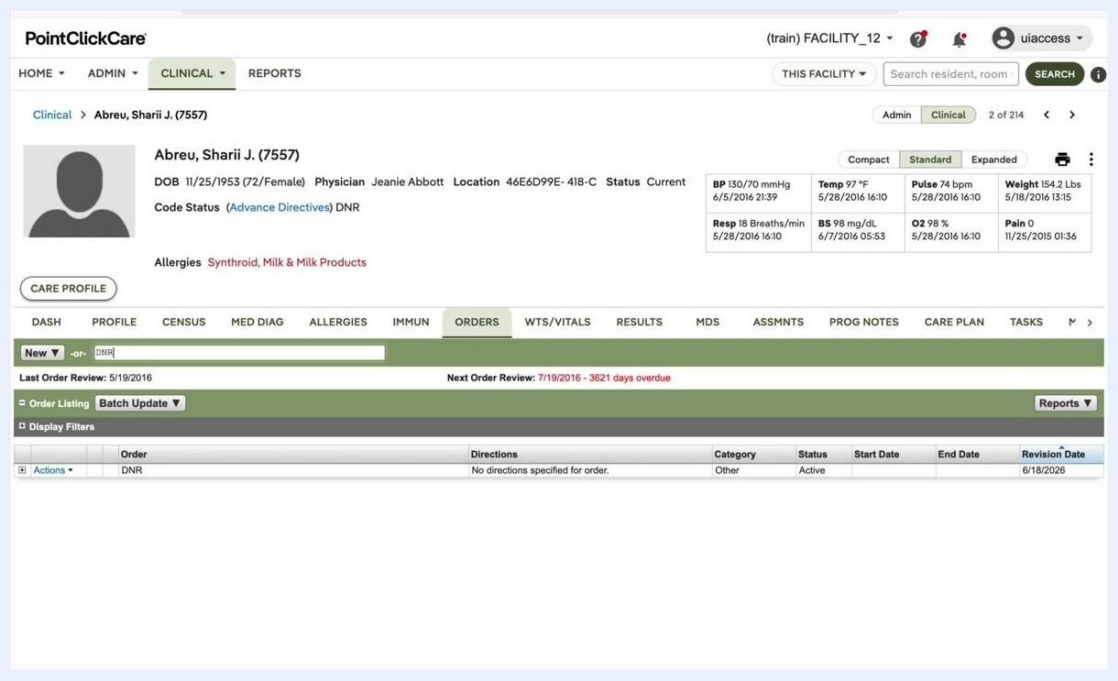
Keep these points in mind:

- Always use the Orders module to add or update code status. You cannot edit it directly from the profile.
- Complete all fields accurately, especially the communication method and verification source.
- Check both the resident's profile and the orders list to confirm the update.

Edit or remove a resident's code status

12. Locate the DNR order

In the order listing, find the **DNR** order. If the list is long, use the **Display Filters** option to search or filter for it.



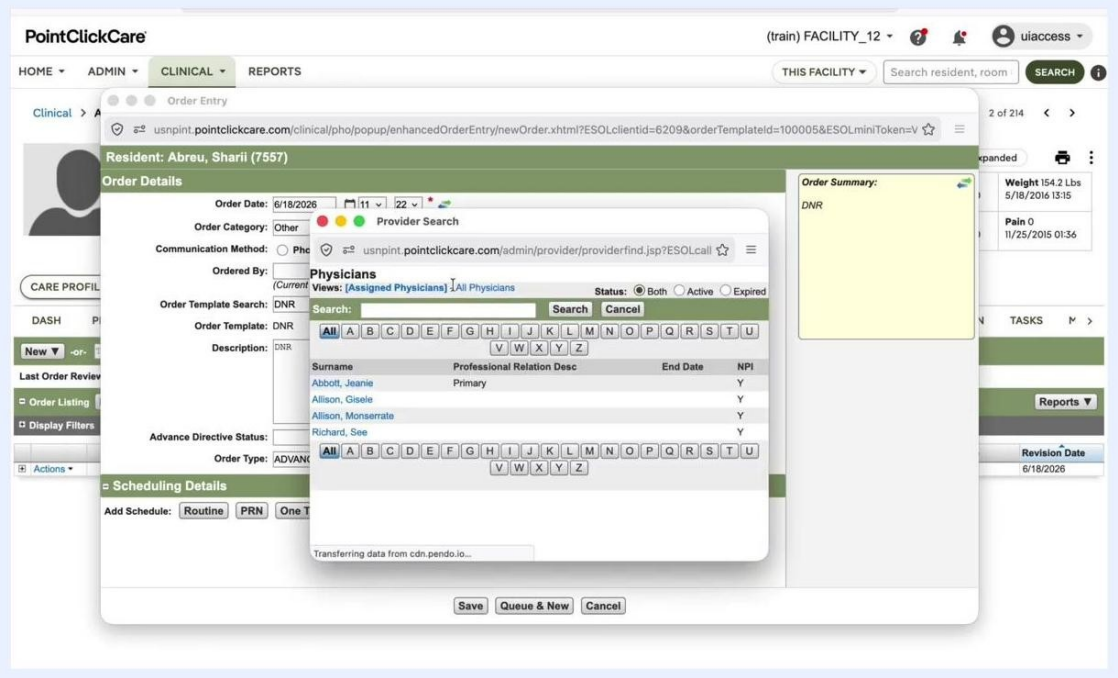
Resident chart with DNR typed in the order entry field and the DNR order visible in the list

13. Edit the DNR order if needed

To update details such as the communication method or physician, click **Actions** next to the DNR order and select **Update**. In the order entry popup, update the fields you need:

- **Communication Method:** Select the appropriate method (for example, Phone, Verbal, Prescriber Written, or Prescriber Entered).
- **Ordered By:** Choose the correct physician from the **Provider Search** window.
- **Advance Directive Status:** Update as needed (for example, Current and Verified).

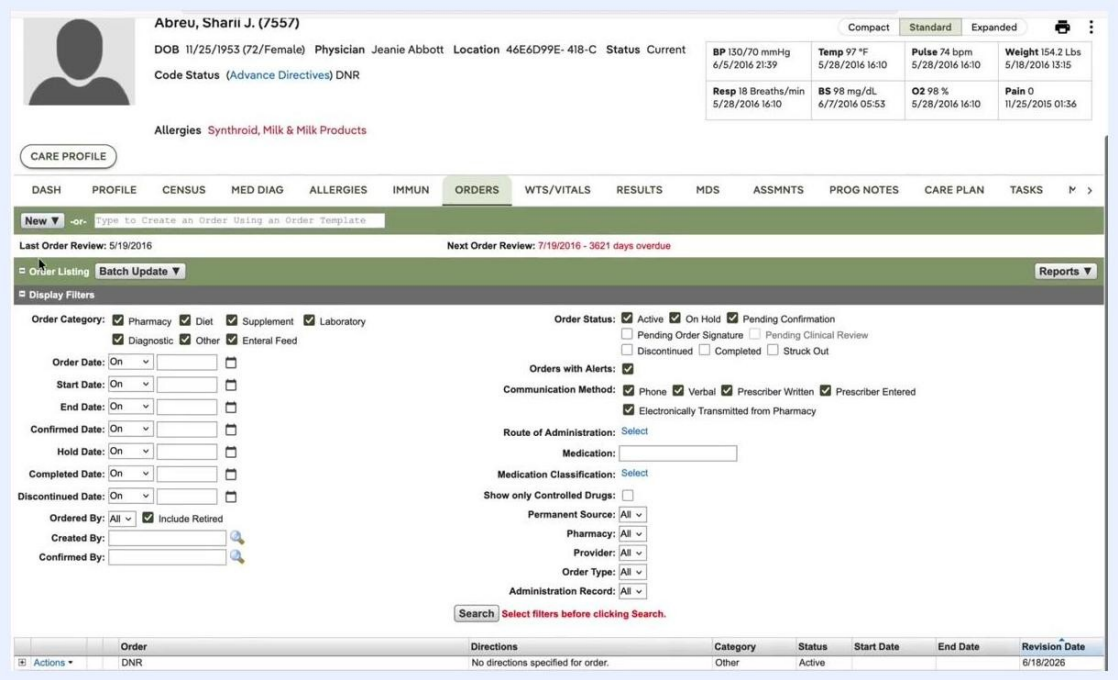
Click **Save** to apply your changes.



Order Entry popup with the Provider Search window open for selecting a physician

14. Start discontinuing the DNR order

If the resident's code status needs to be removed, for example because the situation has changed, discontinue the DNR order. Click **Actions** next to the DNR order, then select **Discontinue** from the dropdown menu.



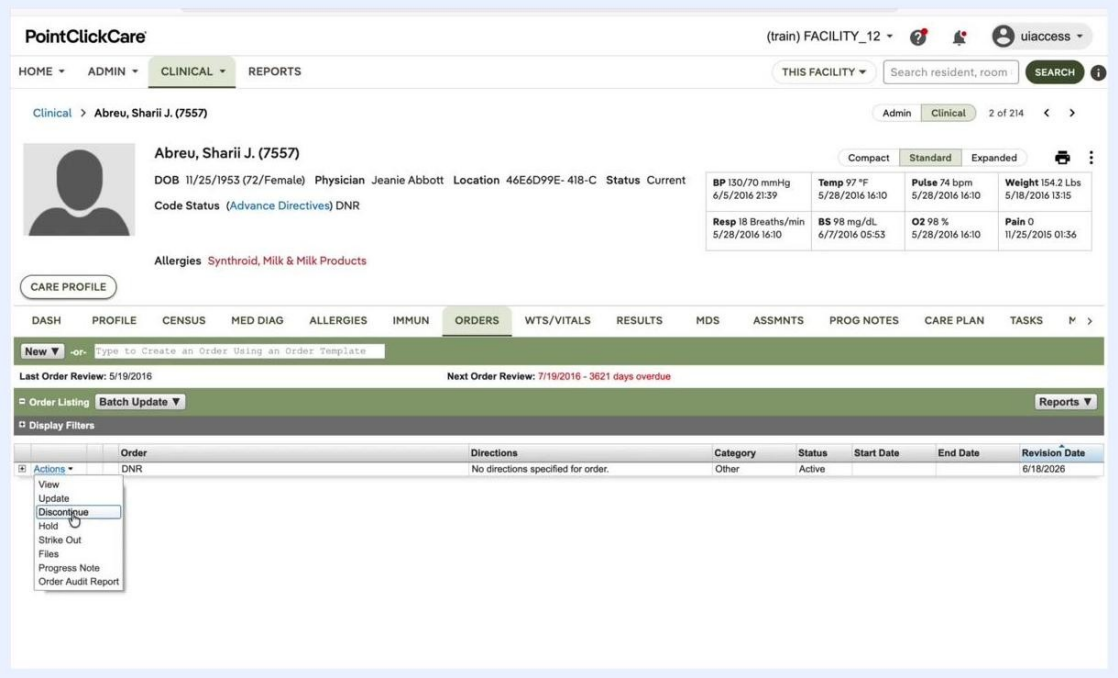
Actions dropdown menu expanded with the Discontinue option highlighted for the DNR order

15. Complete the Discontinue Order form

In the **Discontinue Order** popup, fill out these fields:

- **Discontinue Date:** Enter the current date (for example, 6/18/2026).
- **Communication Method:** Select how the discontinuation was communicated (for example, Verbal).
- **Ordered By:** Use **Provider Search** to select the physician who authorized the discontinuation (for example, Jeanie Abbott).
- **Reason for Discontinue:** Enter the reason (for example, "Physician instructed to remove DNR").

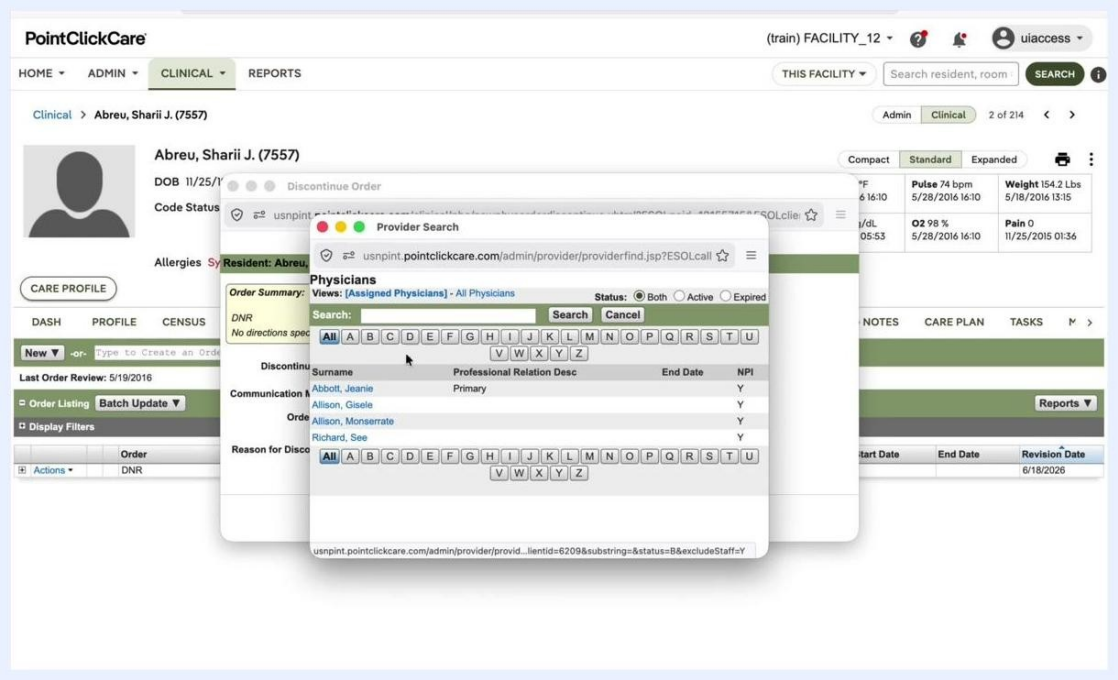
Click **Discontinue Order** to confirm.



Discontinue Order popup with fields for date, communication method, physician, and reason, and the Discontinue Order button highlighted

16. Acknowledge the confirmation popup

Review the confirmation popup for accuracy. If prompted, click **Discontinue Order** again to confirm.



Discontinue Order confirmation popup with the Discontinue Order button

Verify the code status removal

17. Return to the Orders tab

Navigate back to the resident's chart in PointClickCare. Click the **ORDERS** tab to review the resident's current orders.

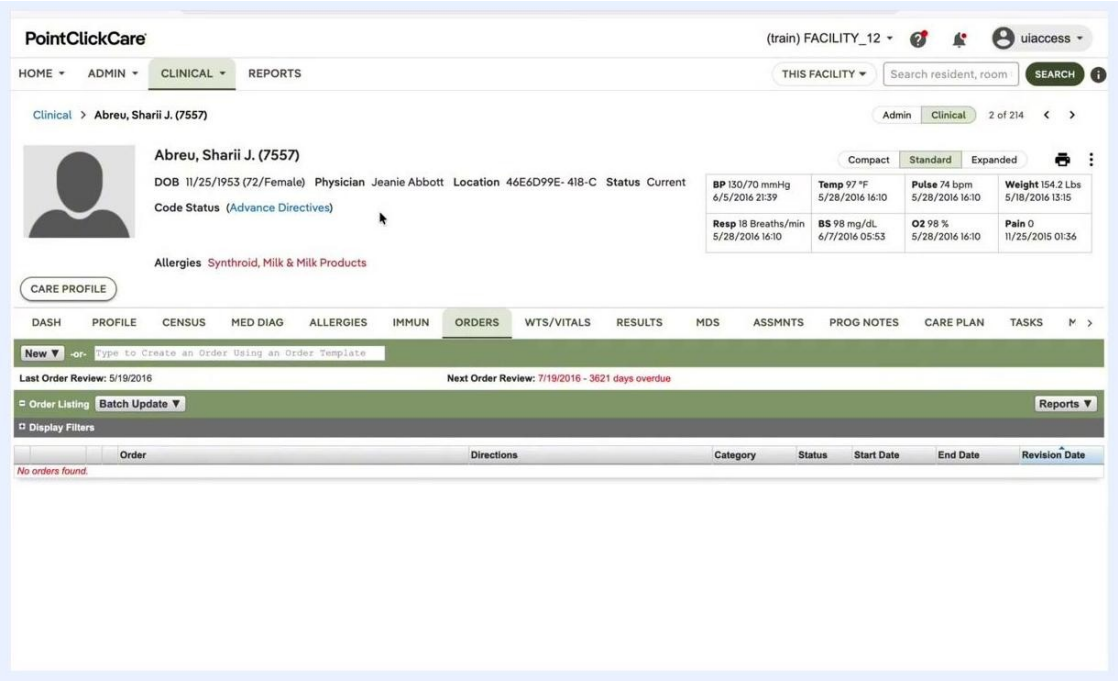
18. Check the Code Status field

Locate the **Code Status** section under the resident's demographic information. Confirm that no code status, such as DNR, is displayed. The field should be empty or list no active code status.

The **Advance Directives** link may still be present for reference, but no code status should appear.

19. Review the order listing

In the **Order Listing** section, verify that **No orders found** appears for code status orders such as DNR. The list should be empty if all code status orders have been discontinued. If it is not empty, make sure that no code status orders remain.



Resident chart with the ORDERS tab selected, an empty Code Status field, and the order listing showing "No orders found"

Summary

You now know how to set code status in PointClickCare. You find a resident's chart, add a code status through the **ORDERS** tab, and verify the result in both the profile and the orders list. You can also update or discontinue a code status order and confirm that it has been removed. Because the Code Status field is not editable in the chart, always make changes through the Orders module so that the documentation is accurate.