

## From the Office of Clinical Informatics RadNet Activating Future Orders in Department Order Entry

May 2, 2023

This flye	r outlines how to activa	te future orders in Departr	nent Order I	Entry.
<u>STEP 1</u> :	Launch <b>Appbar Prod</b> and s	elect the <b>Department Order En</b> t	<b>ry</b> icon.	
<u>STEP 2</u> :	Select the Activate Future (	Orders icon.		
	<ul> <li>Once the icon is activate</li> </ul>	d, the background will be dark.		Activate Future Orders
<u>STEP 3</u> :	Type the Medical record n			
	<ul> <li>Use search icon if medic available.</li> </ul>	cal record number is not	) 🔹 🖆 🔈 🗎 🕭	<u></u> Q
<u>STEP 4</u> :	Select the <b>patient</b> and the <b>c</b>	orrect registration visit.	MHTC	Name MRN Bith Date Age
<u>STEP 5</u> :	Select <b>Radiology</b> tab.		Name Vesting d' FRYNDR	TESTING.0EVGN2         24/0545         01/01/1992         43 Years           TESTING.0EVGN1         24/0545         01/01/1992         43 Years           TESTING.0EVGN1         24/0545         01/01/1992         43 Years           TESTING.0EVGN1         24/04527         01/01/1992         43 Years           TESTING.0EVGN1         24/04527         01/01/1992         54 Years           TESTING.0EVGN1         24/0129         10/02/1973         56 Years           TESTING.0EULAY         24/0129         10/02/1973         52 Years
<u>STEP 6</u> :	The criteria may need to be	changed to find the order.	Brift Date: High pate: Enc Type	TESTING. DECRAEDINO         244038         08051940         82 Yess           TESTING. DECEASEDINE         244037         08051970         52 Yess           TESTING. DECEASEDINE         2440316         0805196105         32 Yess           TESTING. DECEASEDINE         2440316         0805196105         32 Yess           TESTING. DECEASEDINE         2440316         0805196105         32 Yess           TESTING. DECEASE         2440316         07071907         25 Yess
	Look back (Overdue): a	and Look forward (Upcoming):	lex.	FIN ABR Facility Numeric Visit CARE WHIDHAM WHICHWIRHIC M Outpatient     St02213400 NL MERCY WALKHIN CARE WHIDHAM WHICHWIRHIC M Outpatient     St02213430 NL MERCY WALKHIN CARE WHIDHAM WHICHWIRHIC M Outpatient     St0221343 AL MERCY WALKHIN CARE WHIDHAM WHICHWIRHIC M Outpatient
	<ul> <li>Select Month from drandown</li> </ul>	4	Any Prome Number:	3362/212         Hs. MOREY MOLENE CARE WINDHAM         VIECUMMERC, MOLENER         Optimiser           3362/2125         Hs. MEREY MALENCE CARE WINDHAM         WICKWINERC, MOLENER         Datasiser           3362/2125         Hs. MEREY MALENCE CARE WINDHAM         HAMP         Tathmath           3362/2025         Hs. MEREY WALENCE CARE WINDHAM         HAMP         Tathmath           3362/2025         Hs. MEREY WALENCE CARE WINDHAM         WICWWIRFE, M. Datasister           3362/2025         Hs. MEREY WALENCE CARE WINDHAM         WICWWIRFE, M. Datasister           3362/2025         Hs. MEREY WALENCE CARE WINDHAM         WIDWWIRFE, M. Datasister           3362/2025         Hs. MEREY WALENCE CARE WINDHAM         WIDWWIRFE, M. Datasister
	<ul><li>dropdown.</li><li>Select <b>Days</b> from</li></ul>	Gi Ma ∂ Ca Future Orders × +		
	dropdown.	Future Orders View           Look back (Overdue): So (town v)         Look forward (Upcoming): So (Depr v)         P           Laboratory (2)         Radiology (1)         Referral (0)         All (3)	ovider: All Providers V Order	Ing Location: Al Locations 🗸
<u>STEP 7</u> :	Left-click the <b>Order</b> .	Order         Cancer Period         Order Date           J. Overdue (1)         06/22/2022         06/22/2022         06/22/2022           Contrast 70533 (Brain w & w/o Contrast RMS 7053)         06/22/2022         06/22/2022         06/22/2022	Provider Ordering Locat MYERS MD, MOLLIE R FPL_E	on Details headsche x1 day, loss of vision, r/o stroke, Future Study/Dote, Start: 06/22/22, BMVC (ALL STES), Routone, Headsche, 115216885, pp. pris. call. set, order, ernent
<u>STEP 8</u> :	Select Activate.	Due (0) Upcoming (0)		Refresh Activate Cancel/DC
<u>STEP 9</u> :	Left-click the <b>Orderable</b> .			

E Department Order Entry - Activate Fu			0	
Task Edit View Order Custo				
	3			
Client: EASTERN MAINE MEDICAL	CENTER +	Medical record number: 2	189303	8
Demographics				
Name: TESTING, DEBRA	M	RN: 2189303	FIN	NBR: 207719527
Age: 33 years	Ge	nder: Female	Aller	gies: Formaldehyde, H
Attending: TEST MD, PROVIDE	ER Ad	mitted: 12/09/2016 9:37	Disc	harged.
Orderable	Order Status	Departmental Status	Start Date/Time	Order Details
CT Extremity Uncer Lett	Future	On Hold	12/22/2016 3:00	Routine text text F
CT Abdomen and Pelvis with Contrast	Future	On Hold	01/15/2017 3:00	Routine, test, test, F

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**<u>NOTE</u>**: Review the required fields of information and update as needed. Must enter Packet Routing (Dept Use Only):

**<u>STEP 10</u>**: Select **Submit**.

* Start Date/Time:		^
04/26/2023		~
	Add	Submit

Transport Mode:	Sgns/Symptoms/Duration/Location:     BLADDER CA, BLADDER URGENCYX 4 MOS, IMP
Guestion to be Answered: RECURRENT BLADDER CA, RESTAGING	Diagnosis:
Future Study/Dale	*3tart Dote/Time: 04/26/2023 🔹 ¥ 1205 🔹
*Priority. Routine	LATEX ALLERGY?
Previous Reaction to Iodinated Contrast?	EMLA? (Outpatient):
No	v
Anesthesia/Sedation (DUTPATIENT):	Special Instructions:
Consulting Physician:	Packet Routing (Dept Use Only):
MAINECARE MANAGED CARE?:	ManeCare Managed Care Auth #:

> Once all steps are completed, **Submitted** will be present.

Client EASTERN MAINE MEDICAL C	ENTER •	Medical record number: 21	189303	<u>S</u>		
Demographics Name: TESTING, DEBRA Age: 33 years Attending: TEST MD, PROVIDER	Ger	N: 2189303 sder: Female nitted: 12/09/2016 9:37			DOB: 08 granceLocation SSN:	8/15/1983 E EMMC / CCOM / EASTERN MAIN
Orderable CT Extremity Upper Left	Order Status	Departmental Status On Hold		Order Details		00 EST, In Approximately, 3, Days,
() (						
			***			
• (						Add

For questions regarding process, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.