

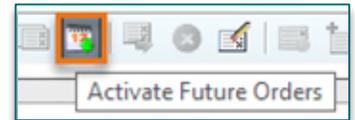
This flyer outlines how to activate future orders in Department Order Entry.

STEP 1: Launch Appbar Prod and select the Department Order Entry icon.



STEP 2: Select the Activate Future Orders icon.

- Once the icon is activated, the background will be dark.



STEP 3: Type the Medical record number.

- Use search icon if medical record number is not available.



STEP 4: Select the patient and the correct registration visit.

STEP 5: Select Radiology tab.

STEP 6: The criteria may need to be changed to find the order.

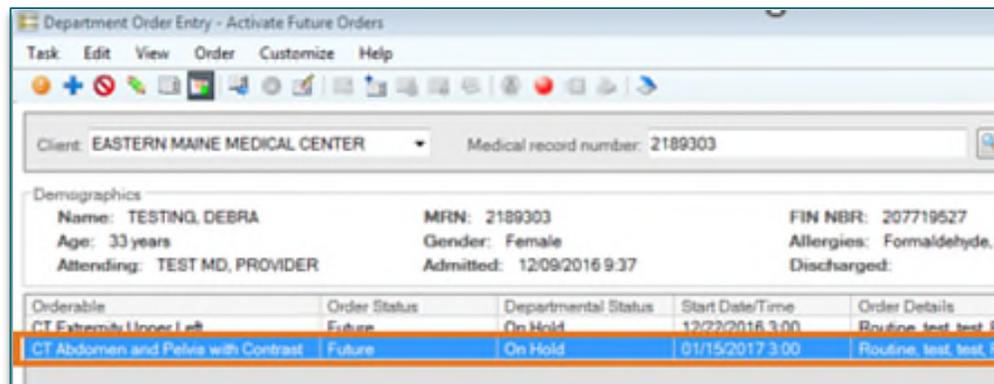
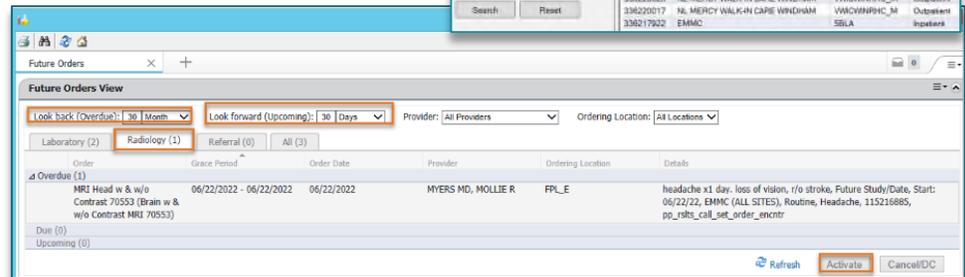
- Look back (Overdue): and Look forward (Upcoming):
- Select Month from dropdown.
- Select Days from dropdown.

| MRN: | Name | MRN | Birth Date | Age |
|------------|----------------------|---------|------------|----------|
| 4538302036 | TESTING, DEVON2 | 2440545 | 01/01/1980 | 43 Years |
| | TESTING, DEVON1 | 2440543 | 01/01/1980 | 43 Years |
| | TESTING, DEVON | 2440527 | 01/01/1987 | 36 Years |
| | TESTING, DENALSPF | 2440129 | 10/22/1977 | 45 Years |
| | TESTING, DECLAN | 2440038 | 11/03/1990 | 32 Years |
| | TESTING, DECEASEDWD | 2440538 | 08/08/1940 | 82 Years |
| | TESTING, DECEASEDONE | 2440537 | 08/08/1976 | 52 Years |
| | TESTING, DESIRAH | 2440208 | 08/08/1960 | 62 Years |
| | TESTING, DEBBIE | 2440706 | 07/07/1987 | 29 Years |

STEP 7: Left-click the Order.

STEP 8: Select Activate.

STEP 9: Left-click the Orderable.



From the Office of Health Informatics
RadNet - Activating Future Orders in Department Order Entry
April 17, 2025
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NOTE: Review the required fields of information and update as needed. Must enter Packet Routing (Dept Use Only):

STEP 10: Select **Submit**.

* Start Date/Time:
04/26/2023 1335
Add Submit

Order Details for CT-23-0027592: CT Abdomen and Pelvis with Contrast 74177

Transport Mode: [Dropdown]
Question to be Answered: RECURRENT BLADDER CA, RESTAGING
Future Study/Date: [Checkbox]
Priority: Routine
Previous Reaction to Iodinated Contrast?: No
Anesthesia/Sedation (OUTPATIENT): [Dropdown]
Consulting Physician: [Text]
MANICARE MANAGED CARE?: [Dropdown]

*Signs/Symptoms/Duration/Location: BLADDER CA, BLADDER URGENCY X 4 MOS, IMI
Diagnose: [Text]
*Start Date/Time: 04/26/2023 1205
LATEX ALLERGY?: [Dropdown]
EMLA? (Outpatient): [Dropdown]
Special Instructions: [Text]
Packet Routing (Dept Use Only): [Dropdown]
MANICARE Managed Care Auth #.: [Text]

OK Cancel

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

Department Order Entry - Activate Future Orders

Client: EASTERN MAINE MEDICAL CENTER Medical record number: 2189303

Demographics
Name: TESTING, DEBRA MFIN: 2189303 FIN NBR: 207719527 DOB: 08/15/1983
Age: 33 years Gender: Female Allergies: Formaldehyde, Pollen, Fragrance... Location: EMMC / COOM / EASTERN MAIN...
Attending: TEST MD, PROVIDER Admitted: 12/09/2016 9:37 Discharged: SSN:

| Orderable | Order Status | Departmental Status | Start DateTime | Order Details |
|-------------------------|--------------|---------------------|-----------------|---|
| CT Extremity Upper Left | Future | On Hold | 12/22/2016 3:00 | Routine, test, test, Future StudyDate, 12/22/16 3:00:00 EST, In Approximately, 3, Days, 2, Days |

Submission: Submitted Start DateTime: 01/23/2017 12:...