

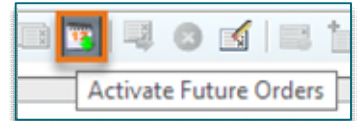
This flyer outlines how to activate future orders in Department Order Entry.

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



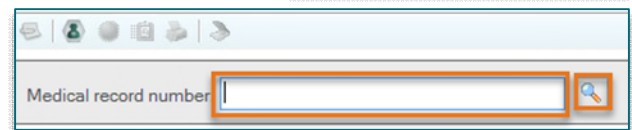
STEP 2: Select the Activate Future Orders icon.

- 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.

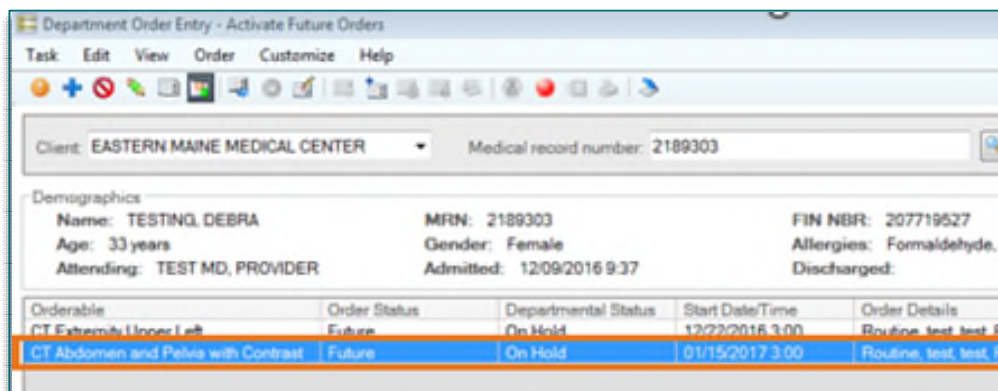
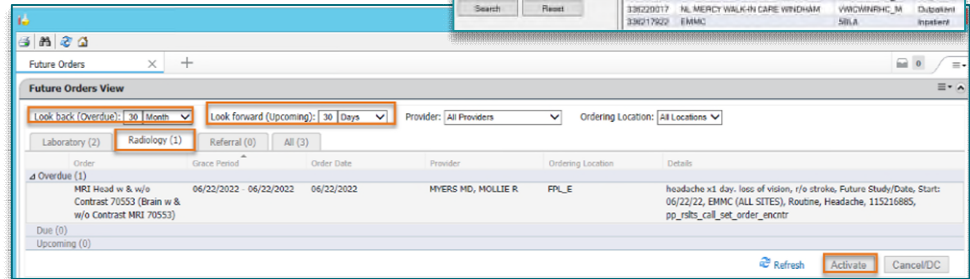
- Look back (Overdue): and Look forward (Upcoming):
- Select Month from dropdown.
- Select Days from dropdown.

MRN	Name	MRN	Birth Date	Age
2440348	TESTING, DEVONQ	2440348	01/01/1980	43 Years
2440343	TESTING, DEVONQ	2440343	01/01/1980	43 Years
2440327	TESTING, DEVON	2440327	01/01/1987	36 Years
2440120	TESTING, DENALSPB	2440120	10/22/1977	45 Years
2440309	TESTING, DECLAN	2440309	11/03/1990	32 Years
2440308	TESTING, DECEASEDDONE	2440308	08/09/1940	82 Years
2440357	TESTING, DECEASEDDONE	2440357	08/09/1970	52 Years
2440306	TESTING, DEBORAH	2440306	08/06/1966	56 Years
2440706	TESTING, DEBBIE	2440706	07/07/1927	95 Years

STEP 7: Left-click the Order.

STEP 8: Select Activate.

STEP 9: Left-click the Orderable.



From the Office of Clinical Informatics
RadNet - Activating Future Orders in Department Order Entry
May 2, 2023
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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]
MAINECARE MANAGED CARE?: [Dropdown]

*Signs/Symptoms/Duration/Location: BLADDER CA, BLADDER URGENCY X 4 MOS, IMI
Diagnosis: [Text]
*Start Date/Time: 04/26/2023 1205
LATEX ALLERGY?: [Dropdown]
EMLA? (Outpatient): [Dropdown]
Special Instructions: [Text]
Packet Routing (Dept Use Only): [Dropdown]
MaineCare 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: CT Extremity Upper Left Order Status: Future Departmental Status: On Hold Start DateTime: 12/22/2016 3:00 Order Details: 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 12:00