

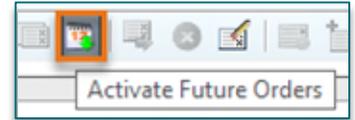
This flyer outlines how to activate future orders in Department Order Entry.

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.

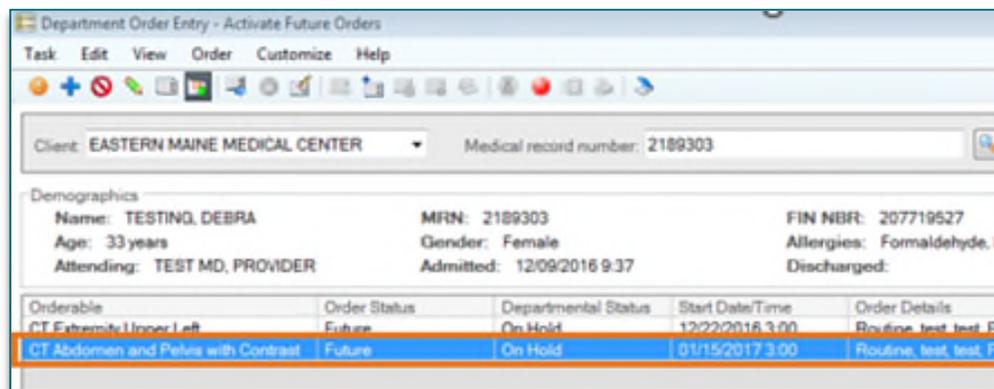
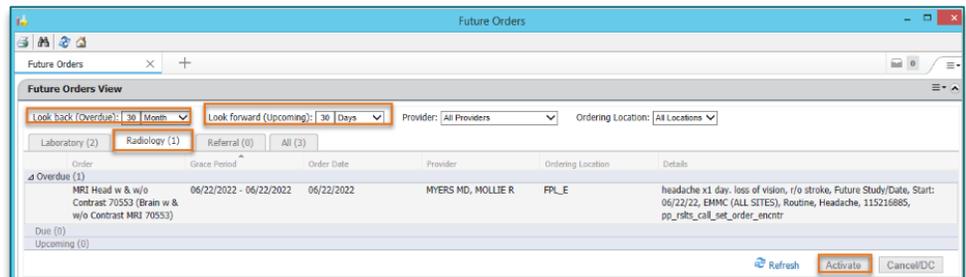
- Look back (Overdue): and Look forward (Upcoming):
- Select Month from dropdown.
- Select Days from dropdown.

MRN:	Name	MRN	Birth Date	Age
4538303030	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, DENALSPS	2440129	10/22/1977	45 Years
	TESTING, DECLAN	2440038	11/03/1990	32 Years
	TESTING, DECEASED1W0	2440538	08/08/1940	82 Years
	TESTING, DECEASED1ONE	2440537	08/08/1976	52 Years
	TESTING, DESIRAH	2440206	08/08/1960	62 Years
	TESTING, DEBBIE	2440706	07/07/1987	29 Years

STEP 7: Click the Order.

STEP 8: Select Activate.

STEP 9: Click the Orderable.



From the Office of Health Informatics
RadNet - Activating Future Orders in Department Order Entry
July 2, 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, IMH
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 Date/Time	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 Date/Time: 01/23/2017 12:00:00

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.