

What types of orders can be placed as Future Orders?

- Ancillary, Pharmacy, and Nursing orders that are to be resulted in the hospital can be placed as Future Orders.
- **NOTE:** Future Orders 6 must be turned on in order to place Pharmacy or Nursing Orders.

Can I print an Order Requisition for a Future Order?

- Yes, a user can print an Order Requisition for clinic lab/radiology orders that will be done in a non-Evident hospital/clinic or future lab/radiology orders that are ordered through the Future/Hospital Orders application. To print an Order Requisition, take the following pathway: Web Client > Charts > Select account > Order Chronology > Select Order > Order Req > Export > Print PDF. Multiple orders can be selected to print on one page- hold down the Ctrl key to select multiple orders.

A provider is receiving an application error “Error signing orders...No public key found” when attempting to sign future orders. How do we correct this?

- Have the provider change their Esign passphrase through Esign Key Maintenance. Web Client > Task Screen > Esign folder > Key Maintenance > Enter and Confirm new passphrase > Accept. The passphrase must be ten characters with one uppercase, one lowercase, one number, and no special characters. If this does not resolve the issue, please contact Evident support.

How do I review Future Orders that have not yet been released?

- This information can be viewed by accessing the Future Orders queue or by running the Unreleased Temp Orders report. To view the Future Orders queue, take the following pathway: Web Client > Task Screen > Future Orders folder. To run the Unreleased Temp Orders report, take the following pathway: Web Client > Application Drawer > Report Dashboard > Add > Search for and select Unreleased Temp Orders report > Insert > double-click on the report > address any of the desired parameters and choose Output Format > Run Report.

How can the provider sign off on Future Orders placed by nursing staff?

- The provider may access Future Orders by selecting the Future Orders folder in the Task Screen prior to the order being released. Once the order is released, there is not a way for the provider to electronically sign it. To sign Future Orders, take the following pathway: Web Client > Task Screen > Future Orders Folder > select the ‘My Patients’ checkbox and the “Unsigned” radio button > select the Patient’s name > Select the desired order/s > Sign Selected Orders > Enter Esign Passphrase > Accept.

How can I see if a Future Order has been signed by the provider?

- This information can be viewed in Future Order History on both the clinic account in which the order was placed and the hospital account in which the order was released. To view the Future Order History, take the following pathway: Web Client > Charts > Select account > Order Chronology > Select Order > Order Detail > Future Order Hx > View Sign Date/Time/Physician field.

Why does the Future Order result show it was ordered by the user who released it and not the user who truly placed the order from the clinic?

- Because Future Orders are not true orders with order numbers assigned until they are released, the ordered information will display the date/time/initials of the user who released the order. To see the date/time/initials of the user who truly placed the order, take the following pathway: Web Client > Charts > Select account > Order Chronology > Select Order > Order Detail > Future Order Hx > View Order Date/Time/Initials.

How can Medical Records view the diagnosis and notes that were entered when the Future Order was placed?

- This information will be in Future Order History through the pathway Web Client > Charts > Select account > Order Chronology > Select Order > Order Detail > Future Order Hx > View Diagnosis and Notes.

What happens if a Future Order never gets released?

- Every Future Order has an expiration date assigned to it. Once that date is reached, the Future Order will automatically drop out of the unreleased Future Orders queue. The expiration date will always default to one year from the date it is ordered. However, this date can be changed when placing the order. Unreleased Future Orders can also be cancelled if needed. To cancel a Future Order, take the pathway: Web Client > Task Screen > Future Orders folder > Select patient > Select order(s) > Cancel Selected Orders.

How do I create a standing order for a patient?

- The recurrence option when placing Future Orders allows for standing orders to be placed. To place an order that needs to be repeated for a certain timeframe, take the pathway: Web Client > Charts > Select account > Order Entry > Future Orders > Next > Select desired orders > Add to Pending > Review > Select the title of the order > select the Recurrence > choose the desired Recurrence Pattern and Range of Recurrence > Save > Save > Select order > Process Selected Orders.