



## **Future Orders**

# Future Orders

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**TruBridge**  
54 St. Emanuel Street  
Mobile, AL 36602  
T(877) 424-1777  
trubridge.com



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## Chapter 1 Introduction

### 1.1 Attestation Disclaimer

Promoting Interoperability attestation confirms the use of a certified Electronic Health Record (EHR) to regulatory standards over a specified period of time. TruBridge Promoting Interoperability certified products, recommended processes, and supporting documentation are based on TruBridge's interpretation of the Promoting Interoperability regulations, technical specifications, and vendor specifications provided by CMS, ONC, and NIST. Each client is solely responsible for its attestation being a complete and accurate reflection of its EHR use during the attestation period and that any records needed to defend the attestation in an audit are maintained. With the exception of vendor documentation that may be required in support of a client's attestation, TruBridge bears no responsibility for attestation information submitted by the client.

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## Chapter 2 Overview

Future Orders is an option within the Order Entry application that may be used for multiple stay types to create orders for a patient for a future visit in real-time. This could range from ordering individual tests for the patient to creating Admit orders for a new visit/procedure.

## Chapter 3 Future Order Entry

### 3.1 Overview

The Future Orders option allows future orders to be created for a patient so that they may be released by the selected facility. The correct Behavior Controls must be granted to the users's login/role.

**Select Web Client > System Administration > Select Login/Role > Behavior Controls > Add > select Future Order application controls**

The screenshot displays the TruBridge System Administration interface for Behavior Controls. The user is logged in as kew3676 (WHIDDON KATIE) with the role of System Administrator. The interface shows a search for 'future' and a table of behavior controls for 'Future Order' applications.

Application	Description
Future Order	Release Future Orders
Future Order	Access All Future Orders
Future Order	Require Order Reason for Future Pharmacy Orders
Future Order	Require Order Reason for Future Ancillary Orders
Future Order	Require Order Reason for Future Nursing Orders
Future Order	Release All Future Orders Types

Behavior Controls

### 3.2 Future Order Entry

The process of entering Future Orders is the same between different clinical roles. The options available from the List Type will be the same as traditional Order Entry, including Departments, Order Sets, Order Lists, and Physicians (for provider specific Order Lists).

To access Future Order Entry, first access the patient's chart and select the **Order Entry** application. The Future Orders option will appear on the action bar.

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders

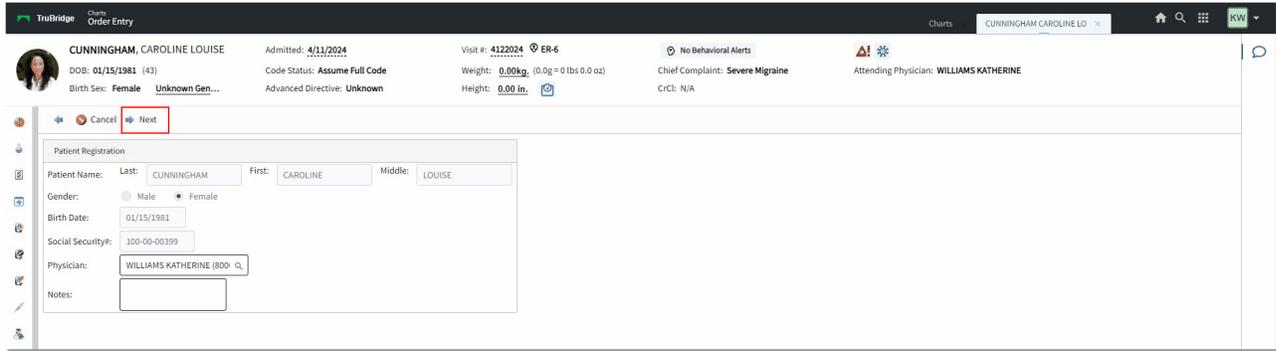
The screenshot displays the TruBridge Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's details include DOB: 01/15/1981 (43), Birth Sex: Female, Admitted: 4/11/2024, Code Status: Assume Full Code, Advanced Directive: Unknown, Visit #: 4122024, ER-6, Weight: 9.009g (0.0g = 0 lbs 0.0 oz), Height: 0.00 in., Chief Complaint: Severe Migraine, and Attending Physician: WILLIAMS KATHERINE. The interface features a navigation bar with 'Future Orders' highlighted, and a list of search orders on the left and a pending orders list on the right.

Search Orders	Pending Orders
Change to Inpatient Medical (Nursing)	EMPTY LIST
Code Status: A.N.D. (DNR) (Nursing)	
Code Status: Full Code (Nursing)	
Code Status: No Intubation (Nursing)	
Condition: Fair (Nursing)	
Condition: Good (Nursing)	
Condition: Poor (Nursing)	
Dx:___ (Nursing)	
Inpatient ICU (Nursing)	
Inpatient Surgical (Nursing)	
Outpatient Medical (Nursing)	
Outpatient Surgical (Nursing)	
See Medication Reconciliation for Home Medications (Nursing)	
AV Impulse Boots (Nursing)	
Abdominal Binder (Nursing)	
Admit to Inpatient Medical (Nursing)	
Air Mattress (Nursing)	

Order Entry

Selecting **Future Orders** will take the user to the Facility selection screen if the user's login has access to more than one facility. Once the facility is selected, it will launch into the Patient Registration screen, which will display the patient's Name, Gender, Birth Date, Social Security #, and the Provider name. Notes may be added, if desired. Select **Next** to confirm the information and to enter the Future Order Entry screen.

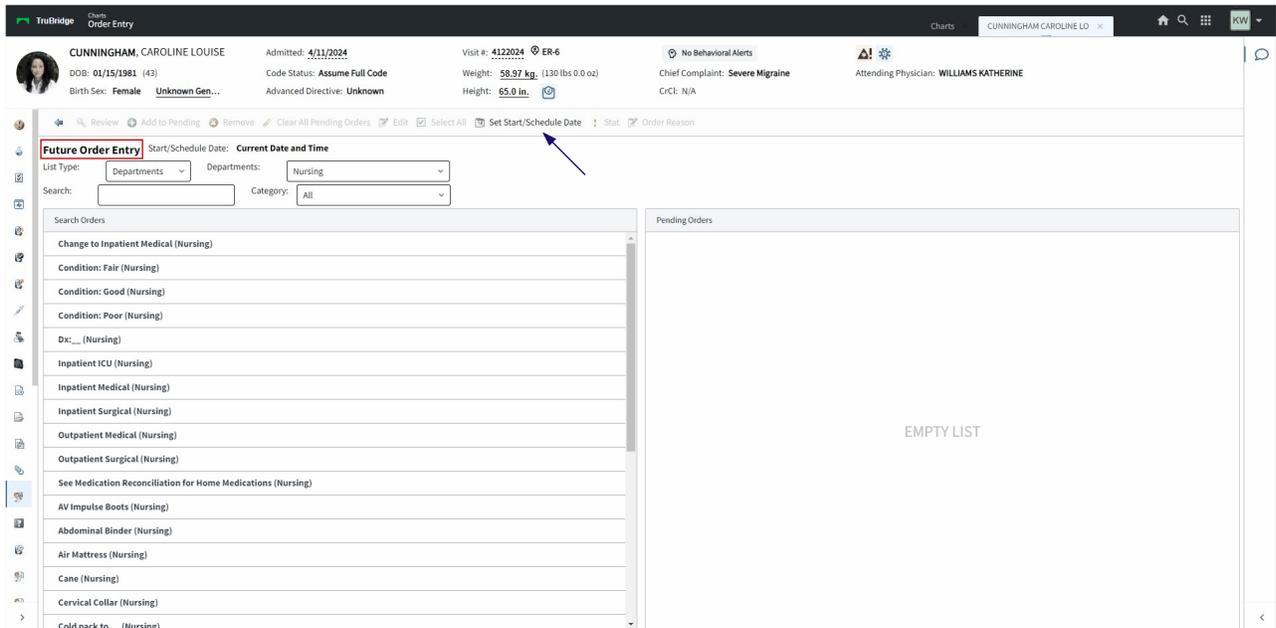
Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Select Facility > Next



Order Entry - Patient Registration

List Type and Department options may be used to search for nursing, ancillary, and pharmacy orders. Use the Search Orders field to locate the items to be ordered and select them to be added to the Pending Orders queue.

The Set Start/Schedule Date option may be used to enter a specific date for the orders to be performed in the future. The Pending Orders field will reflect the scheduled time and date in the description of the item. (NOTE: When there is already a Set Start/Schedule Date added, the Set Start/Schedule Date button is relabeled Reset Start/Schedule Date.)



Future Order Entry

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Set Start/Schedule Date

When a Set/Start Schedule Date is set, all orders placed into pending orders will have the same Start Date/Time. (Selecting the **Reset Start/Schedule Date** option will reset the selected schedule.)

When finished setting the schedule, select **Update**.

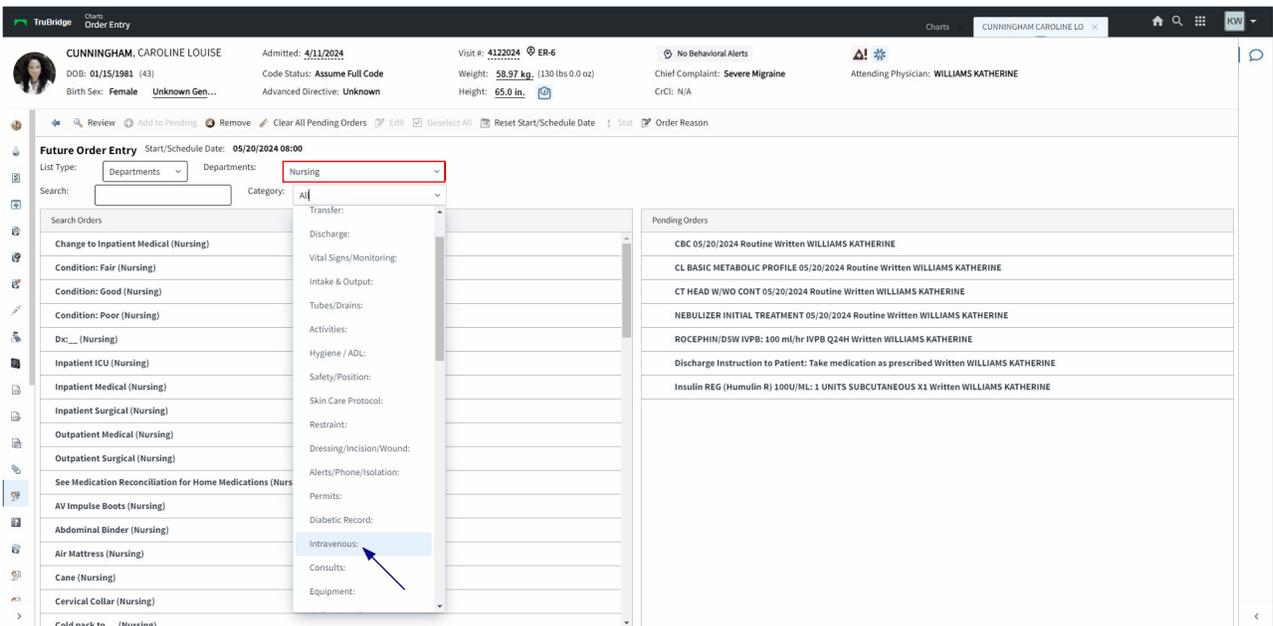


Set Start/Schedule Date

**Creating Future Orders**

Nursing orders are available to order if the Future Orders application is set to version 6. If the List Type is set to **Departments**, selecting **Nursing** will allow the Nursing Category selection drop-down list to appear. Select the Category and then select the Order to add it to Pending Orders. The Nursing Order Edit screen may be addressed from the Future Order Entry screen under Pending Orders, or from the Pending Future Order Review screen.

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Departments > Nursing > Category



Future Order Entry

The Nursing Order Edit screen may be edited by selecting the item from under the Pending Orders, or from the Pending Future Order Review screen. To edit the order, type into the **Description** field(s) until it has been completed. Notice the Nursing Category displays the Ordering Physician, the Recurrence (if it has been selected), the Start Date/Time (which may be edited), and the Stop Date/Time (which may be entered). The Expiration Date field will default to a year from the date on which the order is being placed, but may be changed. The Order Reason field is red, indicating the field is required and must be addressed. This may be addressed at the time of placing the orders or prior to Signing/Updating the orders from the Review screen. This will be discussed later in this user guide. Select **Update** on the Nursing Order Edit screen once the item has been addressed.

Any orders entered for Code Status, Isolation, or Physician Admit Reason will follow the typical Order Entry workflow where the Demographics for the future visit will be updated with the entered information once the orders have been released.

Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Departments > Nursing > select Category > Select Order > Nursing Order Edit**

The screenshot shows the 'Nursing Order Edit' interface. At the top, patient information for CUNNINGHAM, CAROLINE LOUISE is displayed, including DOB (01/15/1981), Admitted date (4/11/2024), and Visit # (4122024). The order description is 'IV Site Care: Clean and place small bandage on injection site'. The 'Order Reason' field is highlighted in red, indicating it is a required field. Other fields include 'Start Date/Time' (5/20/2024 08:00), 'Stop Date/Time', and 'Expiration Date' (4/29/2025). The 'Order Reason' field is currently empty and has a red border.

Nursing Order Edit

- Future Ancillary Orders may be selected from the specific Department search or by the All search.
- The Ancillary Order Edit screen may be edited by selecting the item from under Pending Orders or from the Pending Future Order Review screen.
- Select **Update** on the Ancillary Order Edit screen once the item has been addressed.

Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry**

Future Order Edit

Pharmacy orders are available to order if the Future Orders application is set to version 6. If the List Type is set to **Departments**, selecting **Pharmacy** will narrow down the search options to Non-IV, IV, Diabetic Record, and Non-Formulary. PCAs will not be available for Future Order Entry.

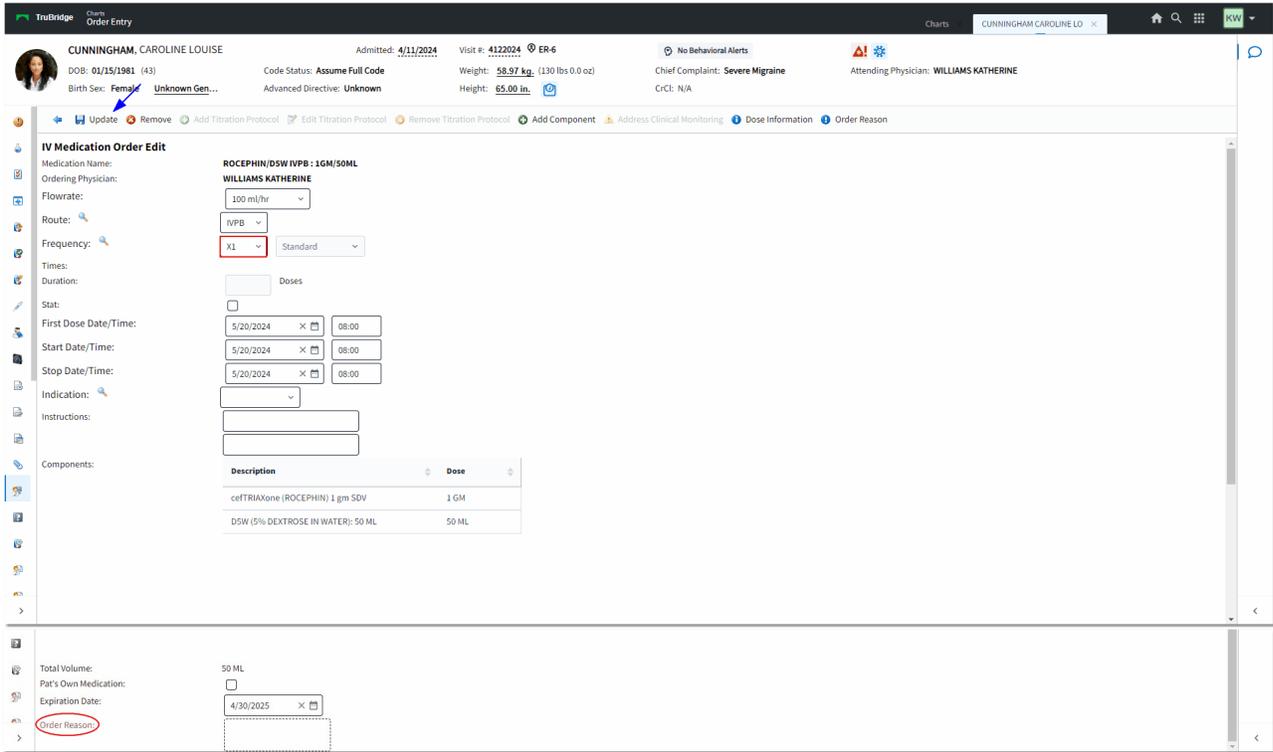
Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Pharmacy > Search Orders**

Future Order Entry

Pharmacy orders may then be edited, if selected. Some information may need to be changed, such as the default frequency, depending on the nature of the patient's visit. For a one-time medication order, select the **X1** frequency. If it is for an inpatient stay, keep the default frequency, if desired. (NOTE: If the Pharmacy Control table switch "Only Allow Predefined Routes in OE" has been checked, the Route look-up will not be available and the user must choose from the predefined frequencies for the selected medication.)

Select **Update** on the Medication Order Edit screen once the item has been addressed.

Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Departments > Pharmacy > select Pharmacy Item > Edit**



Non-IV Medication Order Edit

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Departments > Pharmacy > select Diabetic Record Item > Edit

**Non-IV Medication Order Edit**

Medication Name: **Insulin REG (Humulin R) 100U/ML**  
 Ordering Physician: **WILLIAMS KATHERINE**

Dose:  Unit(s)   
 Administer Amount:   
 Route: **SUBCUTANEOUS**  
 Frequency: **PRN** Standard  
 Times:  Doses  
 State:   
 First Dose Date/Time:    
 Start Date/Time: **5/20/2024**   **08:00**  
 Stop Date/Time:    
 PRN Reason: **Diabetes**  
 Instructions:

Protocol Frequency: **ACHS**

Protocol Type	Protocol Description	Associated Times
Blood Glucose Corrective Scale	REG Insulin Low Dose SS	0730, 1130, 1630, 2100

0730  1130  1630  2100

Create Nursing Order:   
 Patient's Own:  Create Nursing Order  
 Medication:   
 Expiration Date: **4/30/2025**   
 Order Reason:

Non-IV Medication Description Order Edit

### 3.3 Pending Future Order Review

The Pending Future Order Review screen may be accessed by selecting **Review** from the action bar on the Future Order Entry screen. The screen will launch with each pending order displayed and any icons (Clinical Monitoring icon, Required Information icon), the item description, the Start Date/Time, Order Type, and Ordering Physician. The Order Reason(s) will display underneath the description, if it has been addressed (see below).

Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Review**

The screenshot shows the 'Pending Future Order Review' screen. At the top, patient information for CUNNINGHAM, CAROLINE LOUISE is displayed, including DOB (01/15/1981), Admitted date (4/11/2024), Visit # (4122024), and Chief Complaint (Severe Migraine). Below this, an action bar contains various icons and buttons, with 'Order Reason' highlighted in a red box. The main area lists several pending orders, each with a description, start date/time, and ordering physician (WILLIAMS KATHERINE).

Order Description	Start Date/Time	Ordering Physician
CBC	05/20/2024 at 08:00	WILLIAMS KATHERINE
CL BASIC METABOLIC PROFILE	05/20/2024 at 08:00	WILLIAMS KATHERINE
CT HEAD W/VO CONT Order Reason: Migraine with ischemic complication (643109)	05/20/2024 at 08:00	WILLIAMS KATHERINE
CT HEAD W/VO CONT Reason for Procedure: ...Migraine_follow_up...	05/20/2024 at 08:00	WILLIAMS KATHERINE
NEBULIZER INITIAL TREATMENT (Medication: R _____) (Dose: _____)	05/20/2024 at 08:00	WILLIAMS KATHERINE
Discharge Instruction to Patient: Take medication as prescribed	05/20/2024 at 08:00	WILLIAMS KATHERINE
Insulin REG (Humulin R) 100U/ML: 1 UNITS SUBCUTANEOUS X1	05/20/2024 at 08:00	WILLIAMS KATHERINE
IV Site Care: Clean and place small bandage on injection site Order Reason: Potential for infection (29189)	05/20/2024 at 08:00	WILLIAMS KATHERINE
ROCEPHIN/DSW IVPB: ceFTRIAXone (ROCEPHIN) 1 gm SOV 1 GM DSW (5% DEXTROSE IN WATER): 50 ML 50 ML	05/20/2024 at 08:00	WILLIAMS KATHERINE
Insulin REG (Humulin R) 100U/ML: Unit(s) SUBCUTANEOUS ACHS	05/20/2024 at 08:00	WILLIAMS KATHERINE
LISINOPRIL (PRINIVIL) 10 MG TAB: 10 MG ORAL DAILY	05/20/2024 at 08:00	WILLIAMS KATHERINE

Pending Future Order Review

Action Bar options include:

- **Sign:** Prompts the user to address all required information and Clinical Monitoring prior to prompting for the passphrase.
- **Add Orders:** Returns to the Future Order Entry screen.
- **Edit:** Accesses the Edit screen for any selected item(s).
- **Edit Required:** If selected when the screen is initially accessed, this will launch the Order Edit screen(s) for all pending orders that have any required information fields (Order Entry questions, an underscore in a nursing order, Order Reason Required is turned on in System Administration, etc.). It will create a queue and save each order and open the next in the sequence to be edited.
- **Remove:** Deletes any selected pending orders.
- **Clear All:** Deletes ALL pending orders.
- **Recurrence:** Allows a recurrence to be set on multiple items at the same time. Selecting this option opens the Recurrence Options screen (more information below).
- **Change Start/Schedule Date:** Opens the same screen as the Set Start/Schedule date to set selected items to a specific date and time.

- **Address Clinical Monitoring:** This may be manually selected to view Clinical Monitoring, which is a required step before signing. Required Clinical Monitoring Overrides may be addressed.
- **Change Expiration Date:** The expiration date will default to one year from the current date/time the order is being placed.
- **Order Reason:** The description, ICD-10, and SNOMED code to show the reason for the order.

The **Order Reason Behavior Controls** may be set to Required in System Administration for Ancillary, Pharmacy, and Nursing orders. The Order Reason may be entered as the same reason on multiple/all orders if they are multi-selected from **Pending Orders** and then **Order Reason** is selected from the action bar. If it is set to required, the Required Information icon will appear to the left of the order item description. Once the Order Reason has been addressed, the Required Information icon will no longer appear. All Required Information must be addressed prior to signing orders.

The Future Order Reasons List will open to "Favorites" when **Order Reason** is selected. Much like other areas of the system, such as Problem List, Health History, etc., the user's Favorites with the Description, ICD-10 code, and SNOMED code will display. Each procedure (order) that was selected for Order Reason will display at the top of the screen. The user may choose by the Description, ICD10, SNOMED, or Problem List, which will display any problems that have already been entered on the patient's Problem List.

The **Add to Favorites** option is available to add any new descriptions to the Favorites list for the user. From the Reason/Diagnosis lookup List, double-click the description or single-click and select **Add to Pending** to add the description to the Selected Future Order Reasons/Diagnosis area. Select as many reasons as needed and then select **Update**.

Select **Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Select pending orders > Order Reason(s) > Search and Select Reason(s) > Update**

The screenshot shows the TruBridge Future Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981, Birth Sex: Female, Code Status: Assume Full Code, Weight: 58.97 kg, Height: 65.00 in, and Chief Complaint: Severe Migraine. The interface displays a 'Future Order Reasons List' with a search filter set to 'migraine'. The list shows various migraine-related diagnoses with their ICD10 and SNOMED codes. The entry 'G43919 423894005 Intractable migraine' is highlighted in red in the 'Selected Future Order Reasons/Diagnosis' area.

ICD10	SNOMED	Diagnosis Description
G43109	193039006	COMPLICATED MIGRAINE
G43909	47166100012...	ACUTE MIGRAINE
G43409	59292006	FAMILIAL MIGRAINE
Z8669	161481007	HISTORY OF MIGRAINE
G43D0	75879005	ABDOMINAL MIGRAINE
G43009	56097005	COMMON MIGRAINE
G43109	79267007	RETINAL MIGRAINE
*	1263550001	MIGRAINOUS INFARCTION
G43C1	47165100012...	EPISODIC MIGRAINE
G43809	193030005	MIGRAINE VARIANTS
*	193030005	VARIANT OF MIGRAINE
G4489	14561100011...	ALLERGIC MIGRAINE
Z820	160342001	FH: MIGRAINE
G43919	423894005	INTRACTABLE MIGRAINE
IC99,G43909	724429004	STROKE AND MIGRAINE

Future Order Reasons List

The Order Reason may also be entered for each order separately in the order edit screens or by multi-selecting items from the Review (Pending Future Order Review) screen and selecting **Order Reason** from the action bar. The selected reason(s) description and codes will appear on the Pending Future Order Review screen beneath the item description.

The **Recurrence** option allows the selected items to be set to recur on a specified basis. Recurrence Options and Range of Recurrence may be addressed.

The Recurrence Pattern has multiple options with free-text fields to enter a "set number" for the frequency of the recurrence:

- **Daily - Every \_\_\_ day(s)** to schedule the item to recur every "set number" of days or **Every weekday** for an order that needs to be performed on a daily basis.
- **Weekly - Recur every \_\_\_ week(s) on** to schedule the item to recur every "set number" of weeks and selecting the **day(s) of the week** on which the item should recur.
- **Monthly - Day \_\_\_ of every \_\_\_ month(s)** to schedule the item to recur every "set number" of days and month(s). The other option is to select the drop-down for first, second, third, fourth, last, then the drop-down for day, weekday, weekend day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, **of every \_\_\_ month(s)** with the "set number" of months.

Range of Recurrence must have a **Start** date and either an **End after \_\_\_ occurrences** or **End by** date.

Select **Chart > Order Entry > Future Orders > Future Order Entry > Review > select Pending Orders > Recurrence**

The screenshot displays the TruBridge software interface for a patient named CUNNINGHAM, CAROLINE LOUISE. The patient's information, including DOB (01/15/1981), gender (Female), and attending physician (WILLIAMS KATHERINE), is visible at the top. The main section is titled "Recurrence Options" and contains two sub-sections:

- Recurrence pattern:** This section has radio buttons for "Daily", "Weekly", "Monthly", and "Yearly". The "Weekly" option is selected. Below it, there are checkboxes for days of the week: Sunday, Monday (checked), Tuesday, Wednesday, Thursday, and Friday. A text field "Recur every 2 week(s) on:" is present.
- Range of recurrence:** This section has a "Start" date field set to 5/20/2024. It has two radio buttons: "End after" (checked) and "End by". The "End after" option has a text field set to 4 occurrences.

A "Save" button is located at the top left of the recurrence options section, and a "Remove Recurrence" button is at the top right.

Recurrence Options

Once a recurrence has been set for orders, it will display the details of the recurrence on the Pending Future Order Review screen.

Select **Select Patient > Order Entry > Future Orders > Future Order Entry > Review**

**Pending Future Order Review**

Order	Recurrence
<b>CBC</b> Order Reason: Intractable migraine (G43919)	Beginning 05/20/2024, Every 2 week(s) on Monday for 4 occurrences Written WILLIAMS KATHERINE
<b>CL BASIC METABOLIC PROFILE</b> Order Reason: Intractable migraine (G43919)	Beginning 05/20/2024, Every 2 week(s) on Monday for 4 occurrences Written WILLIAMS KATHERINE
<b>CT HEAD W/NO CONT</b> Order Reason: Migraine with ischemic complication (G43109) CT HEAD W/NO CONT Reason for Procedure: _Migraine_follow_up_	Beginning 05/20/2024, Every 2 week(s) on Monday for 4 occurrences Written WILLIAMS KATHERINE
<b>NEBULIZER INITIAL TREATMENT</b> Order Reason: Intractable migraine (G43919) (Medication: _Albuterol-2.5mg/3ml_ (Dose: _____	Start Date/Time 05/20/2024 Routine Written WILLIAMS KATHERINE
<b>Discharge Instruction to Patient: Take medication as prescribed</b> Order Reason: Intractable migraine (G43919)	Start Date/Time 05/20/2024 at 08:00 Written WILLIAMS KATHERINE
<b>Insulin REG (Humulin R) 100U/ML:</b> Order Reason: Intractable migraine (G43919)	1 UNITS SUBCUTANEOUS X1 Written WILLIAMS KATHERINE Start Date/Time 05/20/2024 at 08:00
<b>IV Site Care: Clean and place small bandage on injection site</b> Order Reason: Potential for infection (Z3189)	Start Date/Time 05/20/2024 at 08:00 Written WILLIAMS KATHERINE
<b>ROCEPHIN/DSW IVPB:</b> Order Reason: Intractable migraine (G43919) ceTRIAxone (ROCEPHIN) 1 gm SDV 1 GM DSW (5% DEXTROSE IN WATER): 50 ML 50 ML	IYPB 100 ml/hr X1 Written WILLIAMS KATHERINE First Dose: 05/20/2024 at 08:00 Start Date/Time 05/20/2024 at 08:00
<b>Insulin REG (Humulin R) 100U/ML:</b> Order Reason: Intractable migraine (G43919)	Unit(s) SUBCUTANEOUS ACHS Written WILLIAMS KATHERINE Start Date/Time 05/20/2024 at 08:00
<b>LISINOPRIL (PRINIVIL) 10 MG TAB:</b>	10 MG DBAL DAILY Written WILLIAMS KATHERINE Start Date/Time 05/20/2024 at 08:00

**Pending Future Order Review**

Prior to Signing (as a provider) or Updating (as a nurse/employee), finish addressing any required information. Select **Sign** or **Update** once complete.

- **Sign:** Providers will be prompted to enter their passphrase (and select a co-signing provider, if required).
- **Update:** Orders will be sent to the Ordering Physician's Tasks Screen Future Orders folder for cosignature.

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Review > Sign or Update

**Pending Future Order Review**

Order Type	Order Reason	Start Date/Time	Frequency	Written By
CBC	Intractable migraine (G43919)	Beginning 05/20/2024	Every 2 week(s) on Monday for 4 occurrences	WILLIAMS KATHERINE
CL BASIC METABOLIC PROFILE	Intractable migraine (G43919)	Beginning 05/20/2024	Every 2 week(s) on Monday for 4 occurrences	WILLIAMS KATHERINE
CT HEAD W/WO CONT	Migraine with ischemic complication (G43109)	Beginning 05/20/2024	Every 2 week(s) on Monday for 4 occurrences	WILLIAMS KATHERINE
NEBULIZER INITIAL TREATMENT	Intractable migraine (G43919)	Start Date/Time 05/20/2024	Routine	WILLIAMS KATHERINE
Discharge Instruction to Patient: Take medication as prescribed	Intractable migraine (G43919)	Start Date/Time 05/20/2024 at 08:00		WILLIAMS KATHERINE
Insulin REG (Humulin R) 100U/ML	Intractable migraine (G43919)	Start Date/Time 05/20/2024 at 08:00	1 UNITS SUBCUTANEOUS X1	WILLIAMS KATHERINE
IV Site Care: Clean and place small bandage on injection site	Potential for infection (Z9189)	Start Date/Time 05/20/2024 at 08:00		WILLIAMS KATHERINE
ROCEPHIN/DSW IVPB	Intractable migraine (G43919)	First Dose: 05/20/2024 at 08:00	Start Date/Time 05/20/2024 at 08:00	WILLIAMS KATHERINE
Insulin REG (Humulin R) 100U/ML	Intractable migraine (G43919)	Start Date/Time 05/20/2024 at 08:00	Unit(s) SUBCUTANEOUS ACHS	WILLIAMS KATHERINE
LISINAPRIL (PRINIVIL) 10 MG TAB		Start Date/Time 05/20/2024 at 08:00	10 MG ORAL DAILY	WILLIAMS KATHERINE

### Pending Future Order Review

Select Web Client > Whiteboard List > Select Patient > Order Entry > Future Orders > Future Order Entry > Review > Sign

**Enter Passphrase**

### Enter Passphrase

To review or release orders manually after being placed, select **Order Chronology**. The **Status** column displays Pending Future orders. The ability to release orders will depend upon the behavior controls that have been granted for the login. Future Orders may be modified from Order Chronology prior to the order being signed or released. Any part of the order may be modified with the exception of the actual order item. If the Future Order has been signed or released, the ability to modify the order will not be available.

Select Web Client > Whiteboard List > Select Patient > Order Chronology

**Order Chronology**

Pharmacy:  Renew Orders  Antimicrobial Orders  
 Ancillary:   
 Nursing:  Exclude Standard Nursing Orders

Order:  Active  All Search:  Description Review Style: Standard

Start Date/Time	Description	Status	Additional Info	Ordering Provider	Order Type	Department
07/01/2024	CBC 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
07/01/2024	CT HEAD W/WO CONT 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	CT Scan
07/01/2024	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
06/17/2024	CBC 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
06/17/2024	CT HEAD W/WO CONT 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	CT Scan
06/17/2024	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
06/03/2024	CT HEAD W/WO CONT 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	CT Scan
06/03/2024	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
06/03/2024	CBC 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Laboratory
05/20/2024	NEBULIZER INITIAL TREATMENT 05/20/2024 Routine	Pending Future		WILLIAMS KATHERINE	Written	Cardiopulmonary
05/20/2024 08:00	ROCEPHIN/DSW IVPB	Pending Future		WILLIAMS KATHERINE	Written	Pharmacy
05/20/2024 08:00	Insulin REG (Humulin R) 100U/ML	Pending Future		WILLIAMS KATHERINE	Written	Pharmacy
05/20/2024 08:00	LISINAPRIL (PRINIVIL) 10 MG TAB	Pending Future		WILLIAMS KATHERINE	Written	Pharmacy
05/20/2024 08:00	Insulin REG (Humulin R) 100U/ML	Pending Future		WILLIAMS KATHERINE	Written	Pharmacy

**Order Chronology**

- Select a Pending Future Order to view the detail, which will display information including the Order Reason and the Originating Account number from which the Future Orders were placed. The **Order Reason** option is available on the action bar if the Order Reason needs to be changed or if additional reasons need to be added.
- Once the provider has signed the order, the **Sign Date/Time/Physician** will populate the information in the Future Order Detail screen.
- Once the Future Order has been released, it will become an Active Order and will display the standard Order Detail screen. The Future Order Detail screen may be accessed by selecting the **Future Order Hx** button on the action bar of the Order Detail screen.

Select Web Client > Whiteboard List > Select Patient > Order Chronology > select Pending Future order

The screenshot displays the 'Future Order Detail' page in the TruBridge system. At the top, patient information for CUNNINGHAM, CAROLINE LOUISE is shown, including DOB (01/15/1961), gender (Female), and various clinical codes. The main section is titled 'Future Order Detail' and contains the following information:

- Order Information:**
  - Description: CL BASIC METABOLIC PROFILE
  - Item Number: 352176
  - Ordering Physician: WILLIAMS KATHERINE
  - Order Date/Time/Initials: 04/29/2024 13:24 KEW
  - Schedule Date/Time: 05/20/2024 13:24
  - Collect Date/Time/Initials: (blank)
  - Expiration Date: 04/29/2025
  - Cancel Date/Time: (blank)
  - Recurrence: Beginning 05/20/2024, Every 2 week(s) on Monday for 4 occurrences
  - Originating Account: 4122024 (highlighted with a red box)
  - Sign Date/Time/Physician: (blank)
- Order Reason:** Intractable migraine (G43919)
- OE Questions:** Three empty text input fields.
- Notes:** A large empty text area for additional notes.

Future Order Detail

## Chapter 4 Releasing Future Orders

### 4.1 Overview

There are multiple ways to release Future Orders, depending upon the access of the user role. For the provider's ability to sign Unreleased/Unsigned Future Orders, please see the [Electronic Signature User Guide](#).

### 4.2 Unreleased Future Orders Screen

Unreleased Future Orders may be released from the patient chart by accessing the Verify Orders screen and then selecting the **Future Orders** option. The option will be available only if there are Future Orders that have been entered on the patient.

The following options are available on the Action Bar.

- **Back Arrow:** Return to Verify Orders screen.
- **Release Selected Orders:** Select to release selected orders.
- **Cancel:** Select to cancel selected orders.
- **View:** This will be enabled if an order is selected and will launch the Future Order Detail screen for the order.
- **Refresh:** Updates the screen with the most current information.

The screen will display filters (check boxes) for each order type: **Pharmacy, Nursing, and Ancillary**.

- **Start Date Range:** Enter a Start Date and End Date to narrow search results, if desired.
- **Search:** Search for an order by the **Description** or **Order Reason** (in the drop-down box).

The screen will display the following columns from left to right:

- **Start Date/Time:** Populates the order start date/time.
- **Order Date/Time:** Populates the date/time the order was entered.
- **Description:** Populates with the order item description.
- **Order Reason:** Populates the Order Reason entered on the Future Order.
- **Ordering Provider:** Populates the provider listed on the order.
- **Department:** Populates the order department (same department listed for the order in Order Chron).
- **Expiration Date:** Populates the order expiration date.
- **Additional Info:** Populates the name of the Order Set or Order List from which the order was placed.

Select Web Client > Whiteboard List > Select Patient > Verify Orders > Future Orders

**Unreleased Future Orders**

Start Date/Time	Order Date/Time	Description	Order Reason	Ordering Provider	Department	Expiration Date	Additional Info
05/20/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
06/03/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
06/17/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
07/01/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
05/20/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
06/03/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
06/17/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
07/01/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS
05/20/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS
06/03/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS
06/17/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS
07/01/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS
05/20/2024	04/29/2024 13:24	NEBULIZER INITIAL TREATMENT 05/20/2024 Routi...	Intractable migraine	WILLIAMS KATHERINE	Cardiopulmonary	04/29/2025	ADMIT ORDERS
05/20/2024 08:00	04/29/2024 13:25	Discharge Instruction to Patient: Take medication...	Intractable migraine	WILLIAMS KATHERINE	Nursing	04/29/2025	
05/20/2024 08:00	04/29/2024 13:26	Insulin REG (Humulin R) 100U/ML	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/29/2025	
05/20/2024 08:00	04/29/2024 13:29	IV Site Care: Clean and place small bandage on inj...	Potential for infection	WILLIAMS KATHERINE	Nursing	04/29/2025	
05/20/2024 08:00	04/30/2024 09:42	ROCEPHIN/D5W IVPB	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/30/2025	

Unreleased Future Orders

Select the items by choosing the item check box individually, or select all future orders by selecting the check box on the header line. Then select **Release Selected Orders**.

Select **Web Client > Whiteboard List > Select Patient > Verify Orders > Future Orders**

**Unreleased Future Orders**

<input type="checkbox"/>	Start Date/Time	Order Date/Time	Description	Order Reason	Ordering Provider	Department	Expiration Date	Additional Info
<input type="checkbox"/>	06/17/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	07/01/2024	04/29/2024 13:24	CBC 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input checked="" type="checkbox"/>	05/20/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	06/03/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	06/17/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	07/01/2024	04/29/2024 13:24	CL BASIC METABOLIC PROFILE 05/20/2024 Routine	Intractable migraine	WILLIAMS KATHERINE	Laboratory	04/29/2025	ADMIT ORDERS Set
<input checked="" type="checkbox"/>	05/20/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	06/03/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	06/17/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS Set
<input type="checkbox"/>	07/01/2024	04/29/2024 13:24	CT HEAD W/WO CONT 05/20/2024 Routine	Migraine with ischemic complic...	WILLIAMS KATHERINE	CT Scan	04/29/2025	ADMIT ORDERS Set
<input checked="" type="checkbox"/>	05/20/2024	04/29/2024 13:24	NEBULIZER INITIAL TREATMENT 05/20/2024 Rout...	Intractable migraine	WILLIAMS KATHERINE	Cardiopulmonary	04/29/2025	ADMIT ORDERS Set
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/29/2024 13:25	Discharge Instruction to Patient: Take medication...	Intractable migraine	WILLIAMS KATHERINE	Nursing	04/29/2025	
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/29/2024 13:26	Insulin REG (Humulin R) 100U/ML	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/29/2025	
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/29/2024 13:29	IV Site Care: Clean and place small bandage on inj...	Potential for infection	WILLIAMS KATHERINE	Nursing	04/29/2025	
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/30/2024 09:42	ROCEPHIN/DSW IVPB	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/30/2025	
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/30/2024 09:50	Insulin REG (Humulin R) 100U/ML	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/30/2025	
<input checked="" type="checkbox"/>	05/20/2024 08:00	04/30/2024 10:05	LISINAPRIL (PRINIVIL) 10 MG TAB	Intractable migraine	WILLIAMS KATHERINE	Pharmacy	04/30/2025	

Unreleased Future Orders

## 4.3 Releasing Future Orders from Profile

Accessing the patient profile search from the System Menu screen and searching for the patient will bring up a list of matching patient name(s). Once the patient name is found, double-click on the name to access the AR - Person Profile screen. Future Orders will be available at the bottom.

Select **Web Client > System Menu > Hospital Base Menu > Profile Listing > Search patient name > Select Patient Profile**

**Accounts Receivable - Person Profile**

Name: CUNNINGHAM CAROLINE LO Social Security: 100000399 \*\* Patient \*\* Person Profile#: 00000652

Demographics Contact/Billing Info Clinical Info Date Created: 05/22/2015

Last Name: CUNNINGHAM Email: caroline@email.com Msg: Birth Place: MOBILE  
 First Name: CAROLINE Physician: 003803 MCCUNE D Language: eng en English  
 Mid Name: LOUISE Sec Name: Expired Date:  
 Full Name: CUNNINGHAM CAROLINE LO Maiden Name:  
 Birth Date: 01/15/1981 43 YEARS Religion: ME METHODIST Confidential:  
 MedRec #: 000315 Church: UMC UNITED METHODIST Marital: S  
 Birth Sex: F Female Admin Gender: Race: C CAUCASIAN Smokeless Tobacco: + Never chewed tobacco  
 Country: US USA Ethnicity: N Not Hispanic or Latino Smoker: + Never smoker  
 Address1: 6600 WALL STREET Military: Smoke SIDT: +  
 Address2: Smoke EndDt: +  
 City: MOBILE  
 State/Zip: AL 36695  
 Curr Addr Dt:  
 County: MOB MOBILE  
 Phone: \*91-639-8100 Voice:  
 Text Msg:

Visit#	A/R Bal: 3023.34	Bad Bal: .00	Ins Bal: .00	Pat Bal: 3023.34	
Visit#	From Date	Thru Date	Service	Balance	Bad Debt
B01224	03/25/2021		CLINIC	.00	.00
B01218	03/01/2018	03/01/2018	CLINIC	.00	.00
B01214	08/28/2017	08/28/2017	CLINIC	403.00	.00
B01207	05/26/2017	08/28/2017	CLINIC	.00	.00
B01183	08/05/2016	08/05/2016	CLINIC	50.00	.00

Buttons: Show History, **Future Orders**, Link Appointments, Information Submissions

**Accounts Receivable - Person Profile**

Search the Unreleased Future Orders screen and select the order(s) to release. Department check boxes are available to narrow or expand the view for Pharmacy, Ancillary, and Nursing Order types. A Start Date Range option is available to narrow down the date range. A Search box is available to search by Description or Order Reason. Select the orders to be released for the visit by selecting the check box to the left and selecting **Release Selected Orders**. To release ALL Future Orders for the patient visit, select the check box in the header line and select **Release Selected Orders**.

Select **Web Client > System Menu > Hospital Base Menu > Profile Listing > Search patient name > Select Patient Profile > Future Orders**

**Unreleased Future Orders**

Orders: Pharmacy:  Nursing:  Ancillary:  Start Date Range: 1/6/2025 Search: Description

<input type="checkbox"/>	Start Date/Time	Order Date/Time	Description	Order Reason	Ordering Provider	Department	Expiration Date	Additional Info
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/03/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/17/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/03/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/17/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/03/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/17/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/03/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/17/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/03/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/17/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/03/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/17/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	

Unreleased Future Orders

## 4.4 Releasing Future Orders from Department Patient Functions

Ancillary and Pharmacy departments can release any Future Order types as long as the user/role is set up with the Behavior Control "Release All Future Order Types" in System Administration. If the Behavior Control is not enabled, the user will only be able to release Future Orders from their own issuing department.

To release Future Orders from the Census screen, from the Hospital Base Menu, select Master Selection > Enter Patient Account number > Select Future Orders:

Select **System Menu > Hospital Base Menu > Access Department # > Enter Patient Account Number > Future Orders**

The screenshot shows the TruBridge Patient Functions interface for patient CUNNINGHAM CAROLINE LO (Account # 358911, Age 43, Sex F, Height 68.00 in, Weight 65.77 kg (145 lbs), Room 302-6). The interface is divided into three main sections: Order Entry, Order Review, and Clinical Data. The 'Future Orders' button under the Order Entry section is highlighted with a red box. Other buttons include Laboratory, Group Standing, All Departments, Transfer Ancil Orders, Result Entry, Automated Results, Batch Entry, Batch File Maintenance, Remote Account, Change to Account #, All Orders MENU, By Date MENU, Outstanding Orders MENU, Current Orders MENU, Other, Report Location, Species, Reports MENU, Temp Account Maintenance - N/A, Label Options, Charge Information MENU, Clinical Information, Clinical Notes, Clinical History (None Exists), Patient Education, Medical Records, Medical Necessity, Pharmacy Profile, All Results, Results By Test MENU, Electronic Forms, Scanned Image, Transcribed Orders, and Previous Account.

**Patient Functions**

Once the Future Orders have been accessed, a screen with all future orders scheduled for that patient (in the selected department) will appear. To release an order, select each item from the list and then select **Release Selected Orders**. The orders will appear by item description and then by the Scheduled Date. Select the orders to be released for the visit by selecting the check box to the left and selecting **Release Selected Orders**.

Select **System Menu > Hospital Base Menu > Access Department # > Enter Patient Account Number > Future Orders**

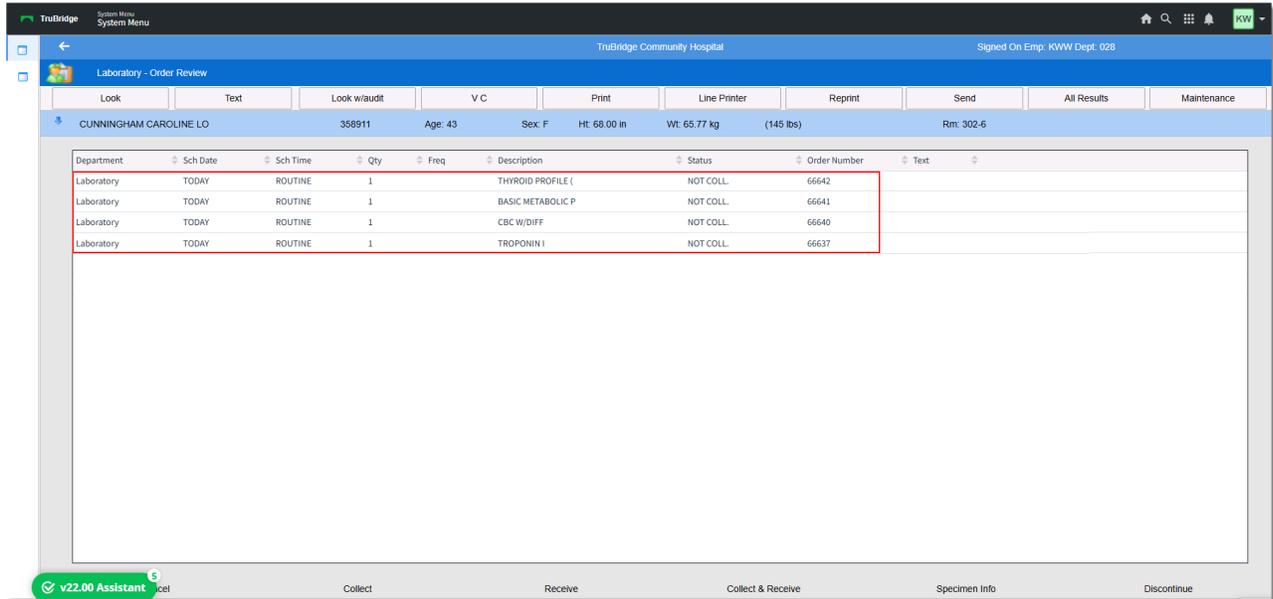
The screenshot displays the TruBridge patient portal interface for Caroline Louise Cunningham. At the top, patient information is shown: Name (CUNNINGHAM, CAROLINE LOUISE), DOB (1/15/1981), Admitted date (6/7/2019), Code Status (Full Code), Visit # (358911), and Room # (302-6). Below this, there are tabs for 'Pharmacy', 'Nursing', and 'Ancillary', with 'Ancillary' selected. A table titled 'Unreleased Future Orders' lists 16 orders. Each row includes a checkbox, start and order dates, description, order reason, ordering provider, department, and expiration date. The orders are categorized by test type: TROPONIN I Q8H and CBC W/DIFF.

<input type="checkbox"/>	Start Date/Time	Order Date/Time	Description	Order Reason	Ordering Provider	Department	Expiration Date	Additional Info
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/03/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/17/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/03/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/17/2025	12/17/2024 13:50	TROPONIN I Q8H 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/03/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	02/17/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/03/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	03/17/2025	12/17/2024 13:50	CBC W/DIFF 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/06/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	
<input type="checkbox"/>	01/20/2025	12/17/2024 13:50	BASIC METABOLIC PROFILE 01/06/2025 Routine	Laboratory test result abnormal	WILLIAMS KATHERINE	Laboratory	12/17/2025	

Future Orders

The Order Review options may be selected from the Patient Functions menu. The ancillary department employee will have access to perform maintenance on the released orders.

Select **System Menu > Hospital Base Menu > Access Department # > Enter Patient Account Number > Current Orders**



Department	Sch Date	Sch Time	Qty	Freq	Description	Status	Order Number	Text
Laboratory	TODAY	ROUTINE	1		THYROID PROFILE (	NOT COLL.	66642	
Laboratory	TODAY	ROUTINE	1		BASIC METABOLIC P	NOT COLL.	66641	
Laboratory	TODAY	ROUTINE	1		CBC W/DIFF	NOT COLL.	66640	
Laboratory	TODAY	ROUTINE	1		TROPONIN I	NOT COLL.	66637	

Laboratory - Order Review

## 4.5 Provider Signature of Future Orders

If nursing or other staff has placed Future Orders for a provider, the provider will be able to see these orders in their Future Orders folder from the Tasks screen. Accessing Future Orders and selecting the **Unsigned** radio button will display all Future Orders that are awaiting the provider's Electronic Signature. **Unreleased** will display Future Orders that have not yet been released from the Unreleased Future Orders screen during registration or by the order entry department. Once the provider has signed the order, the Date/Time/Physician will populate to the Future Order Detail screen. The Recurrence option should only be available for selected ancillary and nursing orders.

Select **Web Client > Tasks > Future Orders folder > Sign Selected Orders**

TruBridge Charts Tasks CUNNINGHAM CAROLINE LD

Sign Selected Orders Cancel Selected Orders Refresh

Future Orders

Patient: CUNNINGHAM CAROLINE LD DOB: 01/15/1981

Display:  Unreleased  Unsigned

Orders From: 11/18/2024 To: 3/1/2025

Select/Deselect All

<input checked="" type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	TROPONIN I	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input checked="" type="checkbox"/>	CBC W/DIFF	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	CBC W/DIFF	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	CBC W/DIFF	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	CBC W/DIFF	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED
<input type="checkbox"/>	CBC W/DIFF	Beginning 01/06/2025, Every 2 week(s) on Monday for 6 occurrences	WILLIAMS KATHERINE	Expires: 12/17/2025	UNSIGNED

Tasks - Future Orders

## Chapter 5 Reports

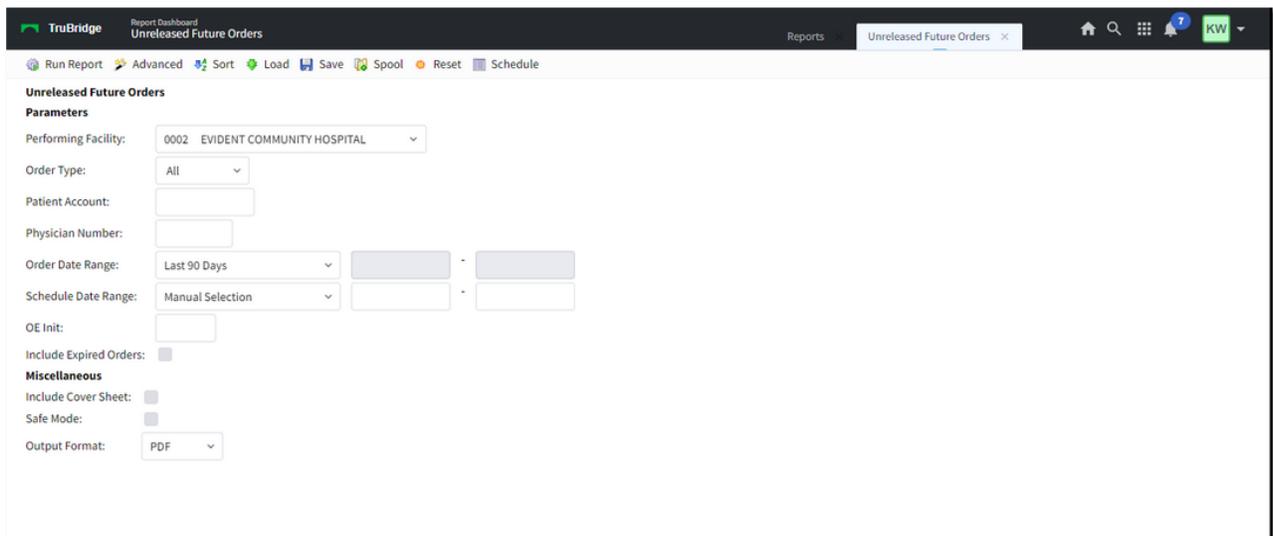
### 5.1 Overview

There are several Report Dashboard reports specifically for Future Orders.

### 5.2 Unreleased Future Orders Report

The Unreleased Future Orders Report will display Unreleased Future Orders by the entered search parameters. These may be run for a specific patient account (on which the Future Orders were placed), or for All patients by leaving the Patient Account field blank.

Select **Web Client > Report Dashboard > Unreleased Future Orders > Run**



The screenshot shows the TruBridge web interface for the 'Unreleased Future Orders' report. The top navigation bar includes 'TruBridge', 'Report Dashboard', and 'Unreleased Future Orders'. Below the navigation bar, there are several icons for report actions: 'Run Report', 'Advanced', 'Sort', 'Load', 'Save', 'Spool', 'Reset', and 'Schedule'. The main configuration area is titled 'Unreleased Future Orders' and contains the following parameters:

- Parameters:**
  - Performing Facility: 0002 EVIDENT COMMUNITY HOSPITAL (dropdown)
  - Order Type: All (dropdown)
  - Patient Account: (text input)
  - Physician Number: (text input)
  - Order Date Range: Last 90 Days (dropdown) with date range fields
  - Schedule Date Range: Manual Selection (dropdown) with date range fields
  - OE Init: (text input)
  - Include Expired Orders: (checkbox)
- Miscellaneous:**
  - Include Cover Sheet: (checkbox)
  - Safe Mode: (checkbox)
  - Output Format: PDF (dropdown)

Unreleased Future Orders

Select the parameters you want to use to run the report:

- **Performing Facility**
- **Order Type:** Search by All or specific Ancillary, Pharmacy, or Nursing Orders
- **Patient Account:** Free text field, 8 characters
- **Physician Number:** Free text field, 6 characters
- **Order Date Range:** Manual selection or select a date range
- **Schedule Date Range:** Manual selection or select a date range
- **OE Init:** Initials of the Order Entry employee
- **Include Expired Orders**

Once you have selected the parameters, select **Run Report** to generate the report.

06/30/2023 08:33		EVIDENT COMMUNITY HOSPITAL						1	
		Unreleased Future Orders						unreleased_temp_orders.template	
		Document was generated by the Thrive EHR Software							
		04/01/2023 - 06/30/2023							
<b>1</b>	<b>WEBB SARAH G</b>	Orig Acct: 70001331	Prof: 1400	DOB 05/31/2011	Phone: 3346260012	Primary FC: P	Secondary FC	Int: JTT	
Item: LIPID PANEL						Order Type: Lab			
Schedule Dt: 04/17/2023		Status: UNSIGNED				Expire Date: 04/17/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Laura Anthony, MD				Order Entry Dt: 04/17/2023			
Order Reason: Pre-op evaluation(Z01818)									
<b>2</b>	<b>WILSON CANDACE K</b>	Orig Acct: 358163	Prof: 1609	DOB 01/15/1987	Phone: 2259862562	Primary FC: P	Secondary FC	Int: CWW	
Item: Administer flu vaccine prior to Discharge						Order Type: Nursing			
Schedule Dt: 05/02/2023		Status: UNSIGNED				Expire Date: 05/02/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Candace Wilson (1234567893)				Order Entry Dt: 05/02/2023			
Order Reason: Generalized pain(R52)									
<b>3</b>	<b>WILSON CANDACE K</b>	Orig Acct: 358163	Prof: 1609	DOB 01/15/1987	Phone: 2259862562	Primary FC: P	Secondary FC	Int: CWW	
Item: BEDREST WITH BRP						Order Type: Nursing			
Schedule Dt: 05/02/2023		Status: UNSIGNED				Expire Date: 05/02/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Candace Wilson (1234567893)				Order Entry Dt: 05/02/2023			
Order Reason: Generalized pain(R52)									
<b>4</b>	<b>WILSON CANDACE K</b>	Orig Acct: 358163	Prof: 1609	DOB 01/15/1987	Phone: 2259862562	Primary FC: P	Secondary FC	Int: CWW	
Item: Bed in low position						Order Type: Nursing			
Schedule Dt: 05/02/2023		Status: UNSIGNED				Expire Date: 05/02/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Candace Wilson (1234567893)				Order Entry Dt: 05/02/2023			
Order Reason: Generalized pain(R52)									
<b>5</b>	<b>WILSON CANDACE K</b>	Orig Acct: CANDACE	Prof: 1609	DOB 01/15/1987	Phone: 2259862562	Primary FC: M	Secondary FC	Int: CWW	
Item: ASSIST WITH FEEDINGS						Order Type: Nursing			
Schedule Dt: 05/19/2023		Status: UNSIGNED				Expire Date: 05/19/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Candace Wilson (1234567893)				Order Entry Dt: 05/19/2023			
Order Reason: Adult BMI of 26.0-26.9(Z6826); Well adult exam(Z0000)									
<b>6</b>	<b>WILSON CANDACE K</b>	Orig Acct: 358163	Prof: 1609	DOB 01/15/1987	Phone: 2259862562	Primary FC: P	Secondary FC	Int: CWW	
Item: TYLENOL (APAP) SUSP UD: 160 MG/5 ML						Order Type: Pharmacy			
Schedule Dt: 05/02/2023		Status: UNSIGNED				Expire Date: 05/02/2024			
Ordering Facility: EVIDENT COMMUNITY HOSPITAL		Ordering Provider: Candace Wilson (1234567893)				Order Entry Dt: 05/02/2023			
Order Reason: Generalized pain(R52)									

**Unreleased Future Orders Report**

The report will display by the Patient Name, grouping together all Future Orders based upon what has been entered for each Profile number.

## 5.3 Released Future Orders Report

The Released Future Orders Report will show Released Future Orders by the entered search parameters. These can be run for a specific patient account (on which the Future Orders were placed) or be run for All patients by leaving the Patient Account field blank.

Select **Web Client > Report Dashboard > Released Future Orders > Run**

Released Future Orders

Select the parameters you want to use to run the report:

- **Performing Facility**
- **Order Type:** Search by All or specific Ancillary, Pharmacy, or Nursing Orders
- **Item Number:** Search by a specific Item Number for a Pharmacy or Ancillary Order from the Performing Facility's Item Master
- **Patient Account:** Free text field, 8 characters
- **Profile Number**
- **Physician Number:** Free text field, 6 characters
- **Released Date Range:** Manual selection or select a date range
- **Schedule Date Range:** Manual selection or select a date range
- **Ordering Facility:** Facility Number (if ordered from a different facility than the Performing Facility)

Once you have selected the parameters, select **Run Report** to generate the report.

06/30/2023 09:50		EVIDENT COMMUNITY HOSPITAL Released Future Orders <small>Document was generated by the Thrive EHR Software</small>				0 released_future_orders.template
<b>SEEVERS UYEN HOANG</b>						
Account:	20002697	Prof:	2436	DOB:	06/25/1985	Financial Class:
Item:	SODIUM (350868)	Order Number:	4205266	Release Date:	06/26/2023	Released By:
Schedule Dt:	06/26/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Evident Hospital - 2104 fac2 (1234567893)	Clinic Acct:		Order Entry Dt:
Order Reason(s):	TYPE 2 DIABETES MELLITUS WITH OTHER SPECIFIED COMPLICATION(E1169); LONG TERM CURRENT USE OF INSULIN(Z794); MIXED HYPERLIPIDEMIA(E782); VITAMIN B12 DEFICIENCY(E538)					
<b>SEEVERS UYEN HOANG</b>						
Account:	20002698	Prof:	2436	DOB:	06/25/1985	Financial Class:
Item:	SODIUM (350868)	Order Number:	4205267	Release Date:	06/26/2023	Released By:
Schedule Dt:	06/26/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Evident Hospital - 2104 fac2 (1234567893)	Clinic Acct:		Order Entry Dt:
Order Reason(s):	TYPE 2 DIABETES MELLITUS WITH OTHER SPECIFIED COMPLICATION(E1169); LONG TERM CURRENT USE OF INSULIN(Z794); MIXED HYPERLIPIDEMIA(E782); VITAMIN B12 DEFICIENCY(E538)					
<b>GARTMAN ELIZABETH</b>						
Account:	20002703	Prof:	6477	DOB:	06/18/1968	Financial Class:
Item:	SODIUM (350868)	Order Number:	4205269	Release Date:	06/27/2023	Released By:
Schedule Dt:	06/27/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Evident Hospital - 2104 fac2 (1234567893)	Clinic Acct:		Order Entry Dt:
Order Reason(s):	TYPE 2 DIABETES MELLITUS WITH OTHER SPECIFIED COMPLICATION(E1169); LONG TERM CURRENT USE OF INSULIN(Z794); MIXED HYPERLIPIDEMIA(E782); VITAMIN B12 DEFICIENCY(E538)					
<b>GARTMAN ELIZABETH</b>						
Account:	20002704	Prof:	6477	DOB:	06/18/1968	Financial Class:
Item:	AMYLASE (5010061)	Order Number:	4205270	Release Date:	06/27/2023	Released By:
Schedule Dt:	06/27/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Jennifer Bonner	Clinic Acct:	20002703	Order Entry Dt:
Order Reason(s):	Neoplasm of neck(D4989)					
<b>GARTMAN ELIZABETH</b>						
Account:	20002719	Prof:	6477	DOB:	06/18/1968	Financial Class:
Item:	SODIUM (350868)	Order Number:	4205324	Release Date:	06/29/2023	Released By:
Schedule Dt:	06/29/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Evident Hospital - 2104 fac2 (1234567893)	Clinic Acct:		Order Entry Dt:
Order Reason(s):	TYPE 2 DIABETES MELLITUS WITH OTHER SPECIFIED COMPLICATION(E1169); LONG TERM CURRENT USE OF INSULIN(Z794); MIXED HYPERLIPIDEMIA(E782); VITAMIN B12 DEFICIENCY(E538)					
<b>SMITH CHRISTA C</b>						
Account:	FUTURE10	Prof:	2585	DOB:	01/01/1988	Financial Class:
Item:	CBC WITH DIFF (1700260)	Order Number:	4205254	Release Date:	06/23/2023	Released By:
Schedule Dt:	06/23/2023	Completed Dt:		Status:	Not Collected	Canceled Dt:
Ordering Facility:	EVIDENT COMMUNITY HOSPITAL	Ordering Provider:	Evident Hospital - 2104 fac2 (1234567893)	Clinic Acct:		Order Entry Dt:
Order Reason(s):	TYPE 2 DIABETES MELLITUS WITH OTHER SPECIFIED COMPLICATION(E1169); LONG TERM CURRENT USE OF INSULIN(Z794); MIXED HYPERLIPIDEMIA(E782); VITAMIN B12 DEFICIENCY(E538)					

Released Future Orders Report