



# Thrive Provider EHR Order Entry

Thrive Provider  
EHR Order Entry



# Thrive Provider EHR Order Entry

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*by Evident*

PATIENT CENTERED.  
COMMUNITY FOCUSED.



# Thrive Provider EHR Order Entry

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# Chapter 1 Introduction

## 1.1 Attestation Disclaimer

Promoting Interoperability Program attestation confirms the use of a certified Electronic Health Record (EHR) to regulatory standards over a specified period of time. Evident and TruBridge Promoting Interoperability Program certified products, recommended processes and supporting documentation are based on Evident's interpretation of the Promoting Interoperability Program 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, Evident and TruBridge bear no responsibility for attestation information submitted by the client.



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## Chapter 2 Overview

Order Entry gives the clinic the ability to order ancillary clinic orders, immunizations, medications, nursing orders or future orders. Labs entered and resulted via the clinic are stored within the patient's chart attached to the original order. Order notifications are sent to the Tracking Board for clinic ancillary orders, medications to be administered or nursing orders to be performed. Results from future orders may be received electronically and stored within the patient's chart attached to the original order.



## Chapter 3 Order Selection

### 3.1 Overview

There are several options for selecting orders within the clinic which include selecting individual orders by department or selecting a group of predefined orders. These individual orders or groups of orders are selected from the different **List Type** which include **Order Lists**, **Order Sets**, **Departments**, or **Physicians**.

Select **Order Entry** from the navigation drop-down to display the Search Orders screen.

Select **Web Client > Charts > Clinic Patient Chart > Order Entry**

The screenshot displays the 'Order Entry' screen for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981, Admitted: 4/24/2023, Weight: 62.68 kg, and Height: 65.00 in. The 'List Type' dropdown is set to 'Departments'. A search filter dropdown is open, showing options: Order Lists, Order Sets, Departments (selected), and Physicians. The 'Pending Orders' section on the right is empty, displaying 'EMPTY LIST'.

Order Type

When logged in as an employee, select from the **Order Type** field drop-down for either **Written**, **Verbal**, **Telephone**, **Protocol**, or **Standard** orders. This field is required and must be addressed before orders may be placed.

**NOTE:** *Verbal and Telephone orders placed by nursing personnel will require "Read Back?" yes or no. The order is then sent for the provider's electronic signature. Protocol orders will also require the provider's electronic signature.*

The **Ordering Physician** defaults to the patient's Attending Physician. If the Attending Physician is different than the **Ordering Physician**, this field may be changed if logged in as an employee.

To change the **Ordering Physician**, select the **Lookup icon**. Staff physicians are listed in alphabetical order, but the search option may be changed to list the physicians by their physician number. If the **Ordering Physician** is not located in the Staff Index, select **Non-Staff**. Once the Ordering Physician has been located within the table, double-click the name to insert the physician.

**NOTE: Order Type and Ordering Physician** do not display when logged in as a physician.

The **Description** field allows a search of the selected **List Type**.

The **Search** field allows for free text entry for an alphabetical search of items or group descriptions.

Prior to order selection, the **Start/Schedule Date** defaults to the current date and time. It may be edited by selecting the **Set Start/Schedule Date** option on the action bar. This option is always enabled. When this option is selected from the action bar, the screen will open a screen where the Start/Schedule Date may be selected from the Date Picker option or entered manually. The Start/Schedule Time may be entered in military time.

Select **Web Client > Charts > Whiteboard > Select Patient > Order Entry > Set Start/Schedule Date**

THRIVE Charts  
Order Entry

CUNNINGHAM, CAROLINE LOUISE Admitted: 4/24/2023  
DOB: 01/15/1981 (42) Advanced Directive: No  
Birth Sex: Female Non-Binary

Update

**Set Start/Schedule Date**

Start/Schedule Date: 10/5/2023  
Start/Schedule Time: 14:36

Set Start/Schedule Date

- Once the desired date and time has been entered, select **Update** to save. The selected time will reflect at the top of the Order Entry screen. All orders entered will follow the scheduled date/time. If items are selected from an Order List or Order Set and are built as "hence" items, the items will follow the hence setup with the set date and time.
- The action bar option will change to **Reset Start/Schedule Date** so that the time may be reset to current date/time.

**NOTE:** This will NOT reschedule the date of previously selected items if the items were already scheduled for a certain date/time.

Select Web Client > Charts > Clinic Patient Chart > Order Entry

Order Entry

The **Pending Orders** column displays any items that have been selected to order.

From the Search Options screen, pending orders may be edited by double-clicking the item from the Pending Orders column. This opens the Edit Order screen where any necessary changes may be made and saved. Items display in the Pending Orders column in the order they were added.

1. To edit an order, select the order from the Pending Orders column and select **Edit**.
2. To remove individual items from the Pending Orders column, select the order and select **Remove**.
3. When there are orders present in the Pending Orders column, the **Review** and **Clear All Pending Orders** options become available on the action bar.
  - **Review** provides the Pending Orders Review screen where all orders may be reviewed.
  - **Clear All Pending Orders** removes all orders from the Pending Orders column.

## 3.2 Departments

When **Department** is selected as the **List Type**, the drop-down populates with a list of the clinic's available ordering departments. To search for items by a specific department, select the department from the **Department drop-down**. The search options available are for Pharmacy, Nursing and the clinic ancillary departments. All items set up for the selected department may be searched by item description and alternate names.

1. From Order Entry, select **Departments** from the **List Type** drop-down.

Select **Web Client > Charts > Clinic Patient Chart > Order Entry > Departments**

The screenshot displays the 'Order Entry' screen for patient CUNNINGHAM, CAROLINE LOUISE. The 'List Type' is set to 'Departments'. A dropdown menu is open, showing the following options: All, Pharmacy, Nursing, CLINIC LABORATORY, CLINIC RADIOLOGY, CLINIC RESPIRATORY, and CLINIC OTHER. The 'Search Orders' section on the left lists various medical orders such as 'Change to Inpatient Medical (Nursing)', 'Code Status: A.N.D. (DNR) (Nursing)', and 'Condition: Fair (Nursing)'. The 'Pending Orders' section on the right shows 'HCG URINE PREGNANCY TEST Today Routine' and 'RAPID STREP Today Routine'.

Departments

2. From the **Departments** drop-down, **Pharmacy, Nursing** and the four clinic ancillary departments are available for selection. Items may also be searched from **All** departments.
3. The **All** option will allow the user to search all ordering departments for an item by typing in the **Search** field. By selecting the title of a department, the search results will narrow down to only items in the selected department. The items will populate to the Search Orders box alphabetically and as the user types into the **Search** field, the box will populate with the closest match (Smart Search). The search field is not case-sensitive, so mixed case may be used to locate an item.

Select Web Client > Charts > Select Patient Chart > Order Entry > Departments > Select Department > **Add to Pending**

The screenshot displays the EHR Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981 (42), Admitted: 4/24/2023, Visit #: B01236, CLWR, Weight: 62.60 kg (138 lbs 0.0 oz), Height: 65.00 in., and Chief Complaint: Sore throat. The interface shows the 'Add to Pending' button highlighted in the top navigation bar. Below this, the 'Order Entry' section includes a 'List Type' dropdown set to 'Departments' and a 'Search' field containing 'glucose'. The 'Search Orders' panel on the left lists 'GLUCOSE (CLINIC LABORATORY)' with sub-items for 'Blood Glucose: ACHS (0630, 1100, 1700, 2100) [Nursing]' and 'Blood Glucose: QID Fasting and 2hr pp (0630, 1000, 1400, 2000) [Nursing]'. The 'Pending Orders' panel on the right lists 'HCG URINE PREGNANCY TEST Today Routine' and 'RAPID STREP Today Routine'.

#### Pending Orders

4. Select the desired department from the list and choose items from the **Search Orders** box on the screen by either double-clicking the item or selecting the item and then choosing **Add to Pending**. The item will appear to the Pending Orders portion of the right side of the screen.

## Pharmacy

To place medication orders, select **Pharmacy** from the department drop-down menu. The option is available to select **Non-IV**, **IV**, **Diabetic Record**, **PCA** or **Non-Formulary** to limit the search criteria.

**NOTE:** *When a Pharmacy item is selected for Order Entry on a patient account which has a discharge date that is less than 30 days prior to the current date, an alert will appear in red which states the "Date must be within the patient's service date range" to the right of the **First Dose Date/time** and the **Start Date/Time** fields. The **First Dose Date/time** and the **Start Date/time** will also appear in red as required. When a Pharmacy item is selected for Order Entry on a patient account which has a discharge date that is more than 30 days prior to the current date, an alert will appear which states "Order Entry has been disabled. Reason: Patient has been discharged greater than 30 days".*

1. Select the check-box next to the item type that needs to be ordered.
2. Once the item type has been selected, a list of available items will automatically display. To locate an item, type the item name in the **Search** field. The list automatically populates as letters are entered.
3. Before an item may be ordered, it needs to be added to the **Pending Orders** column. To move an item to the **Pending Orders** column, select the item and select **Move to Pending** from the action bar, or double-click the item to move it to the **Pending Orders** column.
  - If the pharmacy item is selected from an **Order Set**, the predefined values pull into the fields depending on how the item was saved in the Order Set setup.
  - If the pharmacy item is selected from the **Departments** listing, the predefined values in the Item Master populates.
  - If the pharmacy item is selected from **Order Lists**, the predefined values that were saved by the physician that created the Order List populate.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Pharmacy

THIRIVE | Charts: CUNNINGHAM CAROLINE LO

CUNNINGHAM, CAROLINE LOUISE | Admitted: 4/24/2023 | Visit #: B01236 | CLWR | No Behavioral Alerts

DOB: 01/15/1981 (42) | Advanced Directive: No | Weight: 62.60 kg (138 lbs 0.0 oz) | Chief Complaint: Sore throat

Birth Sex: Female | Non-Binary | Height: 65.00 in

Order Entry | Start/Schedule Date: Current Date and Time

List Type: Departments | Departments: Pharmacy

Search:  |  Non-IV |  IV |  Diabetic Record |  PCA |  Non-Formulary

Search Orders	Pending Orders
CL HIB HEMOPHILUS INF B CLINIC: 1 EA IM X1	CL PHENERGAN 25MG/1ML CLINIC: 25 MG IM X1
CL INFLUENZA 0.5ML (SML VIAL) CLINIC: 0.5 ML IM X1	
CL INFLUENZA VACCINE-6MON TO 2 CLINIC: 1 EA IM X1	
CL IPV (POLIO) CLINIC: 1 EA ORAL X1	
CL MEASLES/MUMPS/RUBELLA CLINIC: 1 EA IM X1	
CL NS-1/2 :500 ML 2B1313P IV SOL: 0 ml/hr IV	
CL PENTACEL VACCINE: 0 IM	
CL PHENERGAN 25MG/1ML CLINIC: 25 MG IM X1	
CL PHENERGAN UP TO 50MG CLINIC: 50 MG IM X1	
CL PNEUMOCOCCAL (PCV) CLINIC: 0.5 ML IM X1	
CL PNEUMONIA PNEUMOVAX 23 SDV 0.5ML CL: 0.5 ML IM X1	

## Pharmacy Orders

4. Pending orders may be removed by highlighting the order and selecting **Remove** or select **Clear All Pending Orders** to remove all pending orders.

### **Ancillary Departments**

The clinic ancillary departments may be found under the **Departments drop-down menu** which include Laboratory, Radiology, Respiratory and Other/Miscellaneous. A list of all available items within that department will display when a department is selected.

**NOTE:** *The Clinic Control Table contains the Clinic OE Prefixes. The system looks to the Department Security Table for the Clinic OE Prefix departments.*

1. To view the items within a specific department, select the ancillary department from the **Departments drop-down** list.
2. Once the department has been selected, a list of available items will display in alphabetical order in the **Search Orders** column. A specific item name may be typed in the **Search** field.
3. Before an item may be ordered, it needs to be added to the **Pending Orders** column. To move an item to the **Pending Orders** column, select the item and select **Move to Pending Orders** from the action bar, or double click the item to move it to the **Pending Orders** column. Multiple items may be selected by using the Control key.

**NOTE:** *When an Ancillary item is selected for Order Entry on a patient account which has a discharge date that is less than 30 days prior to the current date, an alert will appear in red which states the "Date must be within the patient's service date range" to the right of the **Scheduled Date/time** field. The **Scheduled Date/time** field will also appear in red as required. When an Ancillary item is selected for Order Entry on a patient account which has a discharge date that is more than 30 days prior to the current date, an alert will appear which states "Order Entry has been disabled. Reason: Patient has been discharged greater than 30 days."*

4. To order items from additional departments, use the **Departments** drop-down menu to change the issuing department.
  - If the ancillary item is selected from an **Order Set**, the predefined values pull into the fields depending on how the item was saved in the Order Set setup.
  - If the ancillary item is selected from the **Departments** listing, the predefined values in the Item Master populates.
  - If the ancillary item is selected from **Order Lists**, the predefined values that were saved by the physician that created the Order List populate.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Clinic Lab

THIRIVE | Charts | Order Entry | Charts: CUNNINGHAM CAROLINE LO... | DM

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: B01236 CLWR No Behavioral Alerts  
DOB: 01/15/1981 (42) Advanced Directive: No Weight: 62.60 kg (138 lbs 0.0 oz) Chief Complaint: Sore throat  
Birth Sex: Female Non-Binary Height: 55.00 in

Review Sign Add to Pending Remove Clear All Pending Orders Edit Future Orders Select All Set Start/Schedule Date Order Set Favorites Edit Order Lists Stat

**Order Entry** Start/Schedule Date: Current Date and Time  
List Type: Departments Departments: CLINIC LABORATORY  
Search:

Search Orders

- =>OUTSIDE LABS<=< (CLINIC LABORATORY)
- BASIC METABOLIC PROFILE (CLINIC LABORATORY)
- BMP (CLINIC LABORATORY)
- DIGOXIN (CLINIC LABORATORY)
- GLUCOSE (CLINIC LABORATORY)
- HCG URINE PREGNANCY TEST (CLINIC LABORATORY)

Pending Orders

- BASIC METABOLIC PROFILE Today Routine

Ancillary Department Order Search

5. Pending orders may be removed by highlighting the order and selecting **Remove** or select **Clear All Pending Orders** to remove all pending orders.

## Nursing Orders

To order Nursing Interventions, select **Nursing** from the Department menu.

Select **Web Client > Charts > Patient Chart > Order Entry > Departments > Nursing**

The screenshot displays the 'Order Entry' interface for a patient named CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981 (42), Birth Sex: Female, Non-Binary, Admitted: 4/24/2023, Visit #: B01236, CLWR, Weight: 62.60 kg (138 lbs 0.0 oz), Height: 65.00 in., and Chief Complaint: Sore throat. The 'Order Entry' section shows a 'List Type' dropdown set to 'Departments' and a 'Departments' dropdown set to 'Nursing'. Below this, there are two columns: 'Search Orders' and 'Pending Orders'. The 'Search Orders' column lists several nursing interventions: '1.c.u. nose (Nursing)', 'Telemetry (Nursing)', 'Waffle Mattress (Nursing)', 'Wheelchair (Nursing)', '1:1 observation (Nursing)', and '24 Hr Urine - Start Date: ... Time: ... (Nursing)'. The 'Pending Orders' column currently contains one item: 'Wheelchair'.

### Nursing

- The Search field may be used to locate a specific Intervention. To locate an item, type the name in the Search field, the list will automatically populate as you type.

**NOTE:** When a Nursing Order is selected for Order Entry on a patient account which has a discharge date that is more than 30 days prior to the current date, an alert will appear which states "Order Entry has been disabled. Reason: Patient has been discharged greater than 30 days."

- Before an Intervention may be ordered, it must be moved to the Pending Orders column. To do so, select the Intervention, then select the **Move to Pending** icon from the action bar, or double click the order to move it to the Pending Orders column.
  - If the nursing order is selected from an **Order Set**, the predefined values pull into the fields depending on how the item was saved in the Order Set setup.
  - If the nursing order is selected from the **Departments** listing, the predefined values in the Item Master populates.
  - If the nursing order is selected from **Order Lists**, the predefined values that were saved by the physician that created the Order List populate.

### 3.3 Order Lists

**Order Lists** are custom lists of orders for providers and departments. The Order Lists may contain commonly ordered clinic items ordered per department or per provider. The Order List may contain a combination of ancillary, pharmacy and nursing orders.

For information on creating **Order Lists** through Table Maintenance, see [Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance](#).

Select **Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Lists**

The screenshot shows the THIRIVE Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's details include DOB: 01/15/1961 (42), Admitted: 4/24/2023, Visit #: 801236, CLWR, Weight: 62.60 kg, Height: 65.00 in., and Chief Complaint: Sore throat. The interface features a toolbar with options like Review, Sign, Add to Pending, Remove, Clear All Pending Orders, Edit, Future Orders, Deselect All, Set Start/Schedule Date, Order Set Favorites, and Edit Order Lists. The 'List Type' dropdown is set to 'Order Lists', and a search box is visible. A dropdown menu is open, showing options: COPD List, DR DAVE CHEST PAIN PROTOCOL, EMAR ORDERS, EMAR Order Set, and Nursing Orders. The main area displays a list of orders under 'NURSING' and 'ANCILLARY' categories.

Order Lists

- To place orders from an order list, select **Order Lists** from the **List Type** menu.
- The available **Order Lists** available in the **Description** field drop-down will be different for a provider login and a nursing login.
  - A provider login will contain all **Order Lists** that have been associated to that provider's login. If the desired **Order List** is not displayed, a search of other physician **Order Lists** may be done by selecting **Physicians** from the **List Type** drop-down. Selecting **Physicians** will prompt a lookup of physicians. Once a physician is selected, the ordering physician's **Order Lists** will populate the **Description** drop-down menu.
  - A nursing login will contain all facility **Order Lists** that have been assigned to the **Department** number to which the patient is currently admitted or checked in. If the desired **Order List** is not displayed, select the magnifying glass icon to search all existing **Order Lists**.

- Once the **Order List** has been selected, the items will populate under **Search Orders**. Some items may appear pre-checked. This default is set in the **Order Set/List/Protocol Maintenance** in Table Maintenance.
- The **Search** option provides the ability to use a smart search to locate orders within the selected Order List.
- To move an item to pending, select the check box next to the desired item. Multiple items may be selected.
- Once all items have been selected, select the **Add to Pending** option from the action bar.

### Provider-Created Order Lists

Providers may create their own Order List within the Order Entry App by following the instructions below.

For information on creating **Order Lists** through Table Maintenance, see [Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance](#).

Select **Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Lists**

The screenshot displays the Thrive Provider EHR Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981 (42), Birth Sex: Female, Unknown Gender, Admitted: 4/24/2023, Visit #: B01236, CLWR, Weight: 0.00 kg, Height: 0 in, and Chief Complaint: Sore throat. The interface shows a search bar, a list of search orders, and a pending orders section. The pending orders section contains the following items:

Search Orders	Pending Orders
Change to Inpatient Medical (Nursing)	CL PHENERGAN 25MG/1ML CLINIC: 25 MG IM X1
Code Status: A.N.D. (DNR) (Nursing)	BASIC METABOLIC PROFILE Today Routine
Code Status: Full Code (Nursing)	CL INFLUENZA 0.5ML (SML VIAL) CLINIC: 0.5 ML IM X1
Code Status: No Intubation (Nursing)	VS - recheck in 10 minutes
Condition: Fair (Nursing)	
Condition: Good (Nursing)	
Condition: Poor (Nursing)	
Dx: _ (Nursing)	
Inpatient ICU (Nursing)	
Inpatient Medical (Nursing)	
Inpatient Surgical (Nursing)	
Outpatient Medical (Nursing)	
Outpatient Surgical (Nursing)	
See Medication Reconciliation for Home Medications (Nursing)	
AV Impulse Boots (Nursing)	
Abdominal Binder (Nursing)	
Air Mattress (Nursing)	

Order list

Begin by selecting the orders that will be placed into the Order List into the Pending Queue. Then select the Review Button.

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Lists

THRIVE Charts  
Order Entry

CUNNINGHAM, CAROLINE LOUISE Admitted: 4/24/2023 Visit #: B01236 CLWR No Behavioral Alerts  
 DOB: 01/15/1981 (42) Advanced Directive: Unknown Weight: 0.00 kg. (0.0g = 0 lbs 0.0 oz) Chief Complaint: Sore throat  
 Birth Sex: Female Unknown Gender Height: 0 in.

Sign Add Orders Edit Edit Required Remove Clear All Change Start/Schedule Date Address Clinical Monitoring Save to List

**Pending Order Review**

⚠️	CL PHENERGAN 25MG/1ML CLINIC:
	BASIC METABOLIC PROFILE
⚠️	CL INFLUENZA 0.5ML (5ML VIAL) CLINIC:
	VS - recheck in 10 minutes

Review

Select the Order(s) to be placed into the new Order Set. Multiple orders may be selected by holding down the Control Key while making the selections. Select **Save to List**.

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Lists

THRIVE Charts  
Order Entry

CUNNINGHAM, CAROLINE LOUISE Admitted: 4/24/2023 Visit #: B01236 CLWR No Behavioral Alerts  
 DOB: 01/15/1981 (42) Advanced Directive: Unknown Weight: 63.05 kg. (139 lbs 0.0 oz) Chief Complaint: Sore throat  
 Birth Sex: Female Non-Binary Height: 66.00 in.

Select New

**Order Lists**

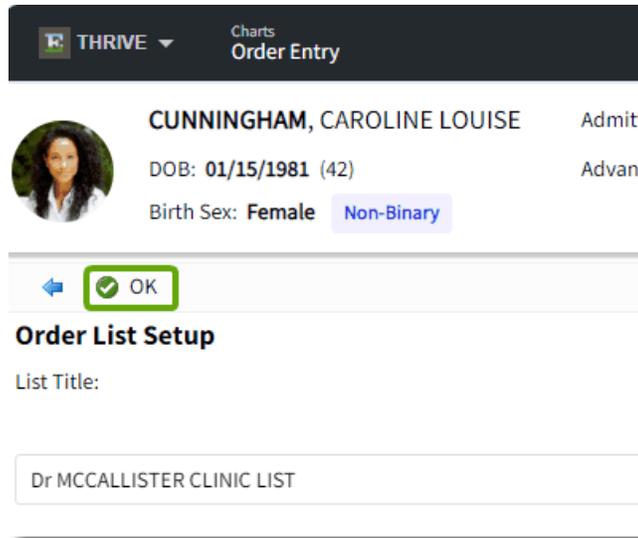
List: All  
 Type: List Status: Active Search:

Description	Type	Status	Last Modified	Created	Owner
<input type="checkbox"/> COPD List	LIST	ACTIVE	01/12/2017	01/12/2017	u003803
<input type="checkbox"/> EMAR ORDERS	LIST	ACTIVE	10/20/2016	10/20/2016	u003803
<input type="checkbox"/> EMAR Order Set	LIST	ACTIVE	10/27/2016	10/27/2016	u003803
<input type="checkbox"/> Nursing Orders	LIST	ACTIVE	05/06/2022	08/04/2021	u003803

New List screen

If the orders are to be added to a previously made list, select the checkbox beside the desired list. If the orders are to be made into a new Order List, select **New**.

Select **Web Client** > **Charts** > **Select Patient Chart** > **Order Entry** > **Order Type** > **List Type** > **Order Lists**



THRIVE Charts  
Order Entry

CUNNINGHAM, CAROLINE LOUISE Admitt  
DOB: 01/15/1981 (42) Advanc  
Birth Sex: Female Non-Binary

← OK

**Order List Setup**

List Title:

Dr MCCALLISTER CLINIC LIST

**Name the List**

Enter the name for the new Order List and select OK.

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Lists

The screenshot shows the THRIVE Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981 (42), Birth Sex: Female, Non-Binary, Admitted: 4/24/2023, Advanced Directive: Unknown, Visit #: B01236, CLWR, Weight: 63.05 kg (139 lbs 0.0 oz), and Height: 66.00 in. The interface features a navigation bar with 'Review', 'Sign', 'Add to Pending', 'Remove', 'Clear All Pending Orders', 'Edit', 'Future Orders', 'Select All', and 'Set Start/Schedule'. The 'Order Entry' section is active, showing 'Start/Schedule Date: Current Date and Time'. The 'List Type' dropdown is set to 'Order Lists', and the 'Description' dropdown is set to 'Dr MCCALLISTER CLINIC LIST'. A search box is present. A dropdown menu is open, showing a list of order types: 'COPD List', 'Dr MCCALLISTER CLINIC LIST' (selected), 'EMAR ORDERS', 'EMAR Order Set', and 'Nursing Orders'. Below the dropdown is a 'Search Orders' table with the following entries:

Search Orders	
<input type="checkbox"/>	CL PHENERGAN 25MG/1ML CLINIC: 25 MG IM X1
<input type="checkbox"/>	BASIC METABOLIC PROFILE Today Routine ROUT
<input type="checkbox"/>	CL INFLUENZA 0.5ML (5ML VIAL) CLINIC: 0.5 ML IM
<input type="checkbox"/>	VS - recheck in 10 minutes

Drop down list

The list will now display in the Order List drop down menu.

### 3.4 Order Sets

Groups of orders which are routinely ordered together may be created to order as a set. **Order Sets** may contain ancillary, pharmacy and nursing orders. Each order may be created as routine or stat, or may be scheduled for a certain number of hours or days from the order time. Within the each set, orders may be preselected when the **Order Set** is selected.

For information on creating **Order Sets** through Table Maintenance, see [Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance](#).

Select **Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Sets**

The screenshot displays the 'Order Entry' interface for patient CAROLINE LOUISE CUNNINGHAM. The patient's information includes DOB: 01/15/1981 (42), Admitted: 4/24/2023, Visit #: B01236, and Weight: 63.05 kg. The 'List Type' is set to 'Order Sets' and the 'Description' is 'Clinic Immunizations'. A dropdown menu is open, showing a list of order sets. A green arrow points to the 'Order Sets' dropdown, and a green box highlights the dropdown menu. The dropdown menu includes the following items:

- <Select>
- ADMISSION ORDER Set
- ADMIT ORDERS Set
- CHEST PAIN ORDER Set
- CL 12 MO WELL CHILD VISIT
- CL 2 MO WELL CHILD VISIT
- CL 4 MO WELL CHILD VISIT
- CL 4-6 YR WELL CHILD VISIT
- CL 6 MO WELL CHILD VISIT Set
- CL New OB Labs Set
- CL Workman Comp Order Set
- Chest Pain Admission Orders
- ✓ Clinic Immunizations
- Clinic Nursing Orders
- HOSPITAL LAB ORDERS FROM TP EHR
- HOSPITAL ORDERS FROM TP EHR CLINIC

The 'Search Orders' table below the dropdown menu lists various order sets with checkboxes:

Search Orders	Checkboxes
DRUG ADMINISTRATION-INJ	<input type="checkbox"/>
CL CEFTRIAXONE(ROCEPHIN)1GM IM CLINIC	<input type="checkbox"/>
CL CEFTRIAXONE(ROCEPHIN)500MG IM CLINIC	<input type="checkbox"/>
CL VARICELLA(CHICKEN POX) CLINIC	<input type="checkbox"/>
CL DTAP <7YRS CLINIC	<input type="checkbox"/>
CL PENTACEL VACCINE	<input type="checkbox"/>
CL HEPATITIS B VACCINE PEDI CLINIC	<input type="checkbox"/>
CL HIB HEMOPHILUS INF B CLINIC	<input type="checkbox"/>
CL INFLUENZA 0.5ML (5ML VIAL) CLINIC	<input type="checkbox"/>
CL INFLUENZA VACCINE-6MON TO 2 CLINIC	<input type="checkbox"/>
CL IPV (POLIO) CLINIC	<input type="checkbox"/>
CL MEASLES/MUMPS/RUBELLA CLINIC	<input type="checkbox"/>
CL PNEUMOCOCCAL (PCV) CLINIC	<input type="checkbox"/>
CL PNEUMONIA(PNEUMOVAX 23 SDV)0.5ML CL	<input type="checkbox"/>
CL IPV (POLIO) CLINIC	<input type="checkbox"/>
CL ROTAVIRUS (RV) CLINIC	<input type="checkbox"/>

Order Sets

1. Select **Order Sets** from the List Type drop-down.
  - The **Description** field will load all Order Sets that have been assigned to the Department to which the patient is currently admitted. If the desired Order Set is not listed, select the magnifying glass icon to search all of the available facility **Order Sets**.
2. Locate the desired Order Set and select it from the list.
3. Once the **Order Set** has been selected, the Order Set items will populate in Search Orders. Some items may appear preselected. Select the **Deselect All** option to remove all preselected orders.

**NOTE:** *The preselected items default is set in the Order Set/List/Protocol Maintenance table in Table Maintenance.*

4. The **Search** option provides the ability to use a Smart search to locate orders within the selected **Order Set**.
5. To move an item to Pending, first select the check box next to the desired item(s).
6. Once all items have been selected, select the **Add to Pending** option from the action bar.

## Order Set Favorites

Order Set Favorites may be set in order to streamline the number of sets that display in the Order Set Dropdown Menu. A provider may set Order Set Favorites within the Order Entry App by following the instructions below.

For information on creating **Order Set Favorites** through Table Maintenance, see [Table Maintenance-Clinical, Physician Application, Physician Order Set Favorites](#).

Select **Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Sets**

The screenshot displays the Thrive Provider EHR Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information, including DOB (01/15/1981), weight (63.05 kg), and height (66.00 in), is visible at the top. The interface shows the 'Order Entry' section with a 'List Type' dropdown menu set to 'Order Sets'. A green arrow points to this dropdown menu. Below the dropdown, a list of search orders is displayed, including various immunizations and drug administrations. The 'Order Set Favorites' button is highlighted with a green box in the top navigation bar.

Search Orders	Pending Orders
<input type="checkbox"/> DRUG ADMINISTRATION-INJ	
<input type="checkbox"/> CL CEFTRIAOXONE(ROCEPHIN)1GM IM CLINIC	
<input type="checkbox"/> CL CEFTRIAOXONE(ROCEPHIN)500MG IM CLINIC	
<input type="checkbox"/> CL VARICELLA(CHICKEN POX) CLINIC	
<input type="checkbox"/> CL DTAP <TYRS CLINIC	
<input type="checkbox"/> CL PENTACEL VACCINE	
<input type="checkbox"/> CL HEPATITIS B VACCINE PEDI CLINIC	
<input type="checkbox"/> CL HIB HEMOPHILUS INF B CLINIC	
<input type="checkbox"/> CL INFLUENZA 0.5ML (5ML VIAL) CLINIC	
<input type="checkbox"/> CL INFLUENZA VACCINE-6MON TO 2 CLINIC	
<input type="checkbox"/> CL IPV (POLIO) CLINIC	
<input type="checkbox"/> CL MEASLES/MUMPS/RUBELLA CLINIC	
<input type="checkbox"/> CL PNEUMOCOCCAL (PCV) CLINIC	
<input type="checkbox"/> CL PNEUMONIA(PNEUMOVAX 23 SDV)0.5ML CL	
<input type="checkbox"/> CL IPV (POLIO) CLINIC	
<input type="checkbox"/> CL ROTAVIRUS (RV) CLINIC	

Order Set dropdown

Begin by selecting **Order Sets** from the List Type dropdown menu. Then select **Order Set Favorites**.

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Order Sets

The screenshot displays the THIRIVE Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. Patient details include DOB: 01/15/1981 (42), Admitted: 4/24/2023, Visit #: B01236, CLWR, Weight: 63.05 kg, Height: 66.00 in., and Chief Complaint: Sore throat. A green box highlights the 'Add To Favorites' button in the top navigation bar.

**Order Sets**

List:  All  Favorites  
Type:  Set  Status:  Active Search:

Description	Type	Status	Last Modified	Created	Owner
<input type="checkbox"/> ADMISSION ORDER Set	SET	ACTIVE	06/18/2020	08/26/2013	Facility
<input type="checkbox"/> ADMIT ORDERS Set	SET	ACTIVE	04/18/2016	05/30/2014	Facility
<input type="checkbox"/> Chest Pain Admission Orders	SET	ACTIVE	07/05/2017	06/29/2017	Facility
<input type="checkbox"/> CHEST PAIN ORDER Set	SET	ACTIVE	03/17/2016	08/04/2015	Facility
<input checked="" type="checkbox"/> CL 12 MO WELL CHILD VISIT	SET	ACTIVE	02/28/2017	10/20/2014	Facility
<input checked="" type="checkbox"/> CL 2 MO WELL CHILD VISIT	SET	ACTIVE	09/14/2017	10/20/2014	Facility
<input checked="" type="checkbox"/> CL 4 MO WELL CHILD VISIT	SET	ACTIVE	02/28/2017	10/20/2014	Facility
<input checked="" type="checkbox"/> CL 4-6 YR WELL CHILD VISIT	SET	ACTIVE	04/24/2017	10/20/2014	Facility
<input checked="" type="checkbox"/> CL 6 MO WELL CHILD VISIT Set	SET	ACTIVE	02/28/2017	10/20/2014	Facility
<input checked="" type="checkbox"/> CL New OB Labs Set	SET	ACTIVE	03/17/2016	02/16/2015	Facility
<input checked="" type="checkbox"/> CL Workman Comp Order Set	SET	ACTIVE	02/28/2017	09/09/2015	Facility
<input type="checkbox"/> Clinic Immunizations	SET	ACTIVE	07/10/2017	07/10/2017	Facility
<input type="checkbox"/> Clinic Nursing Orders	SET	ACTIVE	05/03/2017	05/03/2017	Facility
<input type="checkbox"/> HOSPITAL LAB ORDERS FROM TP EHR	SET	ACTIVE	05/26/2017	05/26/2017	Facility
<input type="checkbox"/> HOSPITAL ORDERS FROM TP EHR CLINIC	SET	ACTIVE	05/09/2017	03/22/2016	Facility
<input type="checkbox"/> New Order Set	SET	ACTIVE	07/19/2018	07/19/2018	Facility

Order Set selection

Select the box in front of each order that should be added to the favorite list. Then select **Add to Favorites**.

Select Web Client > Charts > Select Patient Chart > Order Entry > List Type > Order Sets

THRIVE Charts Order Entry

CUNNINGHAM, CAROLINE LOUISE Admitted: 4/24/2023 Visit #: B01236 CLWR  
 DOB: 01/15/1981 (42) Advanced Directive: Unknown Weight: 63.05 kg. (139 lbs 0.0 oz) Chief C  
 Birth Sex: Female Non-Binary Height: 66.00 in.

Review Sign Add to Pending Remove Clear All Pending Orders Edit Future Orders Select All Set Start/Schedule Da

Order Entry Start/Schedule Date: Current Date and Time

List Type: Order Sets Description: <Select>

Search:

Search Orders

- <Select>
- CL 12 MO WELL CHILD VISIT
- CL 2 MO WELL CHILD VISIT
- CL 4 MO WELL CHILD VISIT
- CL 4-6 YR WELL CHILD VISIT
- CL 6 MO WELL CHILD VISIT Set
- CL New OB Labs Set
- CL Workman Comp Order Set

Order Set Favorites

Only the desired orders will now display in the Order Set dropdown menu.

### 3.5 Physicians

The **Physicians** option allows the user to place orders from another physician's Order Lists. Selecting **Physicians** will display a lookup of physicians and once selected, that physician's Order Lists will populate the Description drop-down menu.

For information on creating **Physicians** orders through Table Maintenance, see [Table Maintenance-Clinical > Physician Application > Order Set/List/Protocol Maintenance](#).

1. Select **Physicians** from the List Type drop-down.
2. A physician list will display. The search box may be changed to search by the physician number or name from the drop-down available. Radio buttons may also be set to pull **All**, **Staff**, and **Non-Staff** providers.
3. Once the physician has been selected from the table, the Description field will display the selected physician's Order Lists. The drop-down will populate the lists in alphabetical order, with the first list populating in the Search Orders box.

- 
4. Choose the **Description** drop-down to view and select from all of the physician's order lists. To select a different physician, select the magnifying glass icon next to the List Type drop-down.
  5. Check the items in the list to be ordered and then select **Add to Pending** to move the items to the Pending Items box on the screen.

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > Physicians

**Order Entry** Start/Schedule Date: **Current Date and Time**

List Type:  Physicians  Departments:

Search:

Search Orders

## Physician List

Facility 1 : EVIDENT COMMUNITY HOSPITAL

Search:

Physician Name

All

Staff

Non-Staff

Physician	Name
000010	ARCHER JOHN D
000013	DUKE BOCEPHUS
000100	WEINACKER ELIZABETH
000200	Donald Harper
000300	Donald Harper
000424	DONALD HARPER

**Order Entry** Start/Schedule Date: **Current Date and Time**

List Type:  Physicians  Departments: Dr. Williams List

Search:

Search Orders

**Nursing Orders**

- Admit patient to \_\_\_\_\_
- Vital signs every 30 mn until stable, then q 4 hours
- I&O Q 4 Hours
- Ambulate with assistance PRN
- May shower with assistance and also needs spongebath for certain times of the day

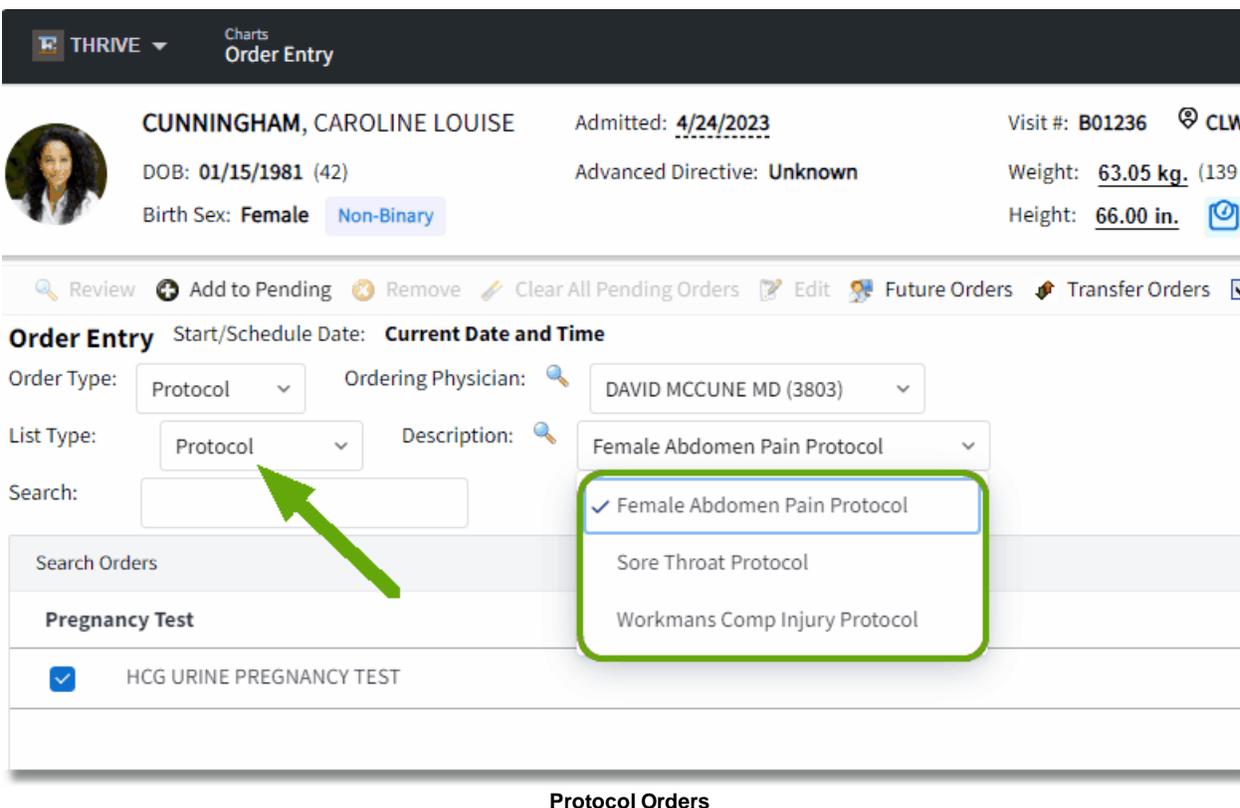
*Note: A green arrow points to the Search field, and a green box highlights the dropdown menu for the Department field.*

### 3.6 Protocol

**Protocol** orders may be predefined by the facility to allow nursing staff to order established orders for specific complaints without a physician's direct order. After **Protocol** orders are placed by nursing staff, the orders will need to be electronically signed by the provider.

For information on creating **Protocol** orders through Table Maintenance, see [Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance](#).

Select Web Client > Charts > Select Patient Chart > Order Entry > Order Type > List Type > **Protocol**



THRIVE Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: B01236 CLW  
 DOB: 01/15/1981 (42) Advanced Directive: Unknown Weight: 63.05 kg. (139  
 Birth Sex: Female Non-Binary Height: 66.00 in.

Review Add to Pending Remove Clear All Pending Orders Edit Future Orders Transfer Orders

**Order Entry** Start/Schedule Date: Current Date and Time

Order Type: Protocol Ordering Physician: DAVID MCCUNE MD (3803)  
 List Type: Protocol Description: Female Abdomen Pain Protocol  
 Search:

Search Orders

**Pregnancy Test**

HCG URINE PREGNANCY TEST

Protocol Orders

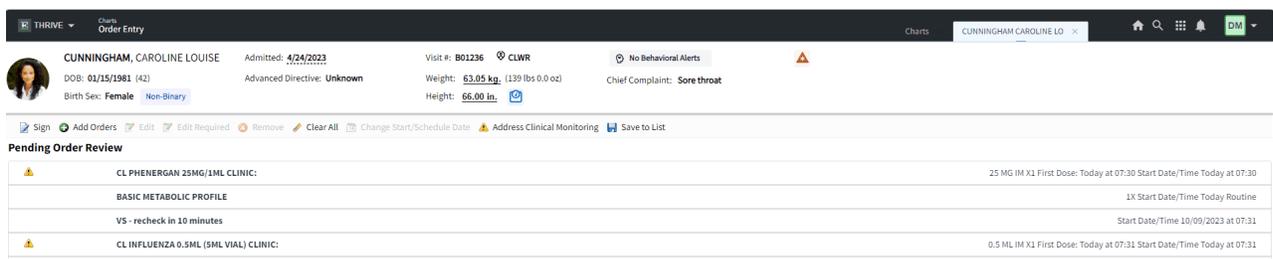
1. From **Order Entry**, select the List Type drop-down, then select **Protocol**.
2. The **Description** field will load all Protocols that have been assigned to the department to which the patient is currently checked in. The **Order Type** field will also display as Protocol. If the desired Protocol is not listed, select the magnifying glass icon to search all existing protocols. Locate and select the desired Protocol from the **Description** drop-down.
3. Once the Protocol has been selected, the Protocol items will populate in the Search Orders box. Some items may appear pre-checked and this default is set in the Order Set/List/Protocol Maintenance table in Table Maintenance.
4. The **Search** option provides the ability to use a Smart search to locate orders within the selected Protocol.
5. To move an item to Pending, first select the check box next to the desired item. Once all items have been selected, select the **Add to Pending** option from the action bar.

## Chapter 4 Order Review

### 4.1 Overview

1. Once all orders have been edited in the Pending Orders Column, select **Review** from the action bar.
2. Each Pending Order displays in the order that it was added and displays the order entry information that has been entered including the Order Type, Ordering Physician, Start Date and Time, any Order Entry Questions that may have been answered and any Instructions that may have been entered.
3. Changes may be made to pending orders from the Order Review screen. If an item requires any additional information, a question mark icon  appears to the left of the item.
4. To edit an existing order, select the order then select **Edit** from the action bar. This launches the Order Edit screen.
5. If an order requires Clinical Monitoring overrides, a yellow exclamation point  appears to the left of the item. To address Clinical Monitoring, select the order then select **Address Clinical Monitoring** from the action bar.
6. If an order needs to be deleted, select the order then select **Remove** from the action bar.

Select **Web Client** > **Charts** > **Patient Chart** > **Order Entry** > **Departments** > **Clinic Lab** > **Items** > **Move to Pending** > **Review**



#### Pending Orders

7. The action bar allows quick access to different order entry options:

- **Sign, Update or Update w/o Labels:** **Sign** will display for Provider logins. Allows the provider to sign the orders. **Update** will display for non-provider logins. This will update the orders and will deliver the unsigned orders to the provider for a signature. If an item has required fields such as Clinical Monitoring, Duplicate Orders or Required OE Question, the order edit screen launches.
- **Add Orders:** Returns to the order entry screen.
- **Edit:** Allows information to be added or edited from the Order Edit screen.
- **Edit Required:** Displays if any orders have fields that need to be addressed before they are updated. Selecting this field allows the required information to be entered from the Order Edit screen.
- **Read Back (Non-Provider Logins only):** If Verbal or Phone orders have been placed, Read Back is available from the action bar. This allows specific orders to be addressed when not all of the orders were read back at one time.
- **Remove:** Allows the selected item to be deleted before updating the orders.
- **Clear All:** Removes all pending orders.
- **Address Clinical Monitoring:** This allows the user to open a screen to address all clinical monitoring at once, rather than individually.
- **Save to List:** Allows the user to create a new Order List or add orders to an existing Order List.

## 4.2 Pharmacy Order Edit

The Pharmacy Order Edit options depends on the type of order that was placed. Non-IV, IV, Diabetic Record and PCA Medications all have different Order Edit screens. Pharmacy Items may have predefined information from the Item Master that automatically populates the Order Edit screen.

### *Non-IV Medication Order Edit*

Select the Non-IV item that requires editing by selecting the item from the **Pending Orders** column.

The Non-IV Order screen appears in the following order, and any fields that require editing appear in **red**:

- **Medication Name:** The Medication Name will be listed in bold and functions as a hyperlink. When the name is selected, the Drug Monograph Information will open.
- **Order Type:** The Order Type that was selected on the Search Order screen will display but may be changed by selecting the drop-down menu and selecting the **Order Type** from the list.
- **Ordering Physician:** The Physician that was entered on the Search Orders screen populates this field but may be changed to allow orders to be placed from multiple physicians at one time.
  - Select the **Binocular icon** to display the Physician Look-Up screen.
  - Staff physicians are listed in alphabetical order with the physician number to the right of the name. The search option may be changed to list the physicians by their physician number. If the physician is not located in the Staff Index, select **Non-Staff**. To change the ordering physician, double-click the physician's name from the look up table.
  - **Dose:** If the item has a predefined dose and unit, it automatically populates these fields.
  - To change the dose, select the **Dose field** and type in the correct value.

- To change the unit, select the correct unit from the **Unit drop-down menu**.
- **Route:** If the item has a predefined Route, it automatically populates this field.
  - To change the route, select the **Binocular icon**.
  - The available routes will be listed in alphabetical order by Route Name. To sort the routes by Type or Description, select the **Route drop-down menu** and select the desired item.
  - To search for a specific route, type the beginning description of the route into the **Search field**; the list automatically populates.
  - Once the desired route has been located and selected, select the **Select icon** from the action bar or double-click the line to insert the route.
- **Frequency:** Medications ordered through Thrive Provider EHR will default to a one-time frequency. The frequency may be manually changed as needed. Any item that is ordered as part of an Order List, Order Set or Protocol Order will retain the properties of its original setup with regard to frequency.
  - To change the frequency, select the **Binocular icon**.
  - The available frequencies are listed in alphabetical order by the frequency name. To sort the frequencies by description, select the drop-down menu next to **Frequency** and select **Description**.
  - A Search field is also available. Type the beginning description of the frequency; the list will automatically populate.
  - Once the desired frequency has been chosen, select the **Select icon** from the action bar or double-click the line to insert the frequency.
- **Time:** The standard times of a frequency will automatically populate to this field when a frequency is ordered with **Standard Times**. To change the scheduled times, select **Non-Standard** from the drop-down menu to enter the desired times.
- **Duration:** A max number of doses may be entered in the **Duration field**. The order will be automatically discontinued once the duration value has been met.
- **Stat:** Select the **Stat Check-Box** to make this medication order a stat order.
  - When this option is selected, two orders are automatically placed. The first order will have a X1 frequency, and the second order has the frequency that is entered in the Frequency field.
- **First Dose Date/Time:** The First Dose Date and Time defaults to current time. To change this information, select the field. The **Calendar look-up** may be used to change the date.
- **Start Date/Time:** The Start Date and Time defaults to the current time. To change this information, select the field that needs to be addressed. The **Calendar look-up** may be used to change the date.
- **Stop Date/Time:** The Stop Date and Time may be entered in these fields. The order is automatically discontinued when the Stop Date and Time is reached. If the order has a X1 frequency, the stop date and time defaults to the current time.
- **Instructions:** Up to four lines of instructions may be entered in the Instructions field. If an item has predefined Instructions, the Instructions automatically populate.
- **Patient's Own Medication:** If the medication that is being ordered is from the patient's personal supply, select **Patient's Own Medication**.

- **Read Back:** If an order is being placed as a Verbal or Phone order Read Back is listed in red. This field must be answered before the order may be saved. If logged in as a Provider, this line will not display.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Pharmacy > Non-IV

THRIVE Charts  
Order Entry



**CUNNINGHAM, CAROLINE LOUISE**  
DOB: 01/15/1981 (42)  
Birth Sex: **Female** Non-Binary

Admitted: 4/24/2023  
Advanced Directive: **Unknown**

←
Update
Remove
Address Clinical Monitoring
Dose Information

### Non-IV Medication Order Edit

Medication Name: **CL ADRENALIN-EPI-UP TO 1MG CLINIC**

Order Type: Verbal

Ordering Physician: DAVID MCCUNE MD (3803)

Dose: 1 ML

Administer Amount: **Per Dose**

Route: IM

Frequency: X1 Standard

Times:

Duration: Doses

Stat:

First Dose Date/Time: 10/9/2023 08:00

Start Date/Time: 10/9/2023 08:00

Stop Date/Time: 10/9/2023 08:00

Indication:

Instructions:

Patient's Own Medication:

#### Non-IV Medication Order Edit

Once all of the Item fields have been addressed, there are several available options from the action bar.

- **Back Arrow**: When selected, the Back Arrow prompts for save confirmation if any changes have been made to the order.
  - If **Yes** is selected, the order is exited without saving changes.
  - If **No** is selected, the system returns to the **Order Review** screen.

- **Update:** Saves any order edit changes and returns to the previous screen.
- **Save to List:** Allows the order to be added to an Order List.
- **Remove:** Remove the order.
- **Address Clinical Monitoring:** If the medication that is being ordered has Clinical Monitoring that needs to be addressed, the **Address Clinical Monitoring** icon is displayed on the action bar. When selected, it opens a screen showing all Clinical Monitoring and allows any required Clinical Monitoring overrides to be addressed.
- **Dose Information:** Patient specific dosing may be viewed by selecting **Dosing Information** from the action bar.

### ***IV Medication Order Edit***

Select the IV Medication that requires editing by selecting the item from the Pending Orders column.

The IV Medication Order Edit screen appears with the following options, and any fields that require editing appear in **red**:

- **Medication Name:** The Medication Name will be listed in bold and functions as a hyperlink. When the name is selected, the Drug Monograph Information will open.
- **Order Type:** The Order Type that was selected on the Search Order screen will display but may be changed by selecting the drop-down menu and selecting the **Order Type** from the list.
- **Ordering Physician:** The Physician that is entered on the Search Orders screen populates this field but may be changed to allow orders to be placed from multiple physicians at one time.
  - Select the **Binocular icon** to display the Physician Look-Up screen.
  - Staff physicians are listed in alphabetical order with the physician number to the right of the name. The search option may be changed to list the physicians by their physician number. If the physician is not located in the Staff Index, select **Non-Staff**. To change the ordering physician, double click the physicians name from the look-up table.
- **Flow Rate:** If a medication has a predefined flow rate, it automatically populates. If the flow rate needs to be changed, use the **Flow rate drop-down menu** to select the appropriate rate.
- **Route:** When an IV medication is ordered, the route automatically displays as IV.
- **Frequency:** Medications ordered through Thrive Provider EHR will default to a one-time frequency. The frequency may be manually changed as needed. Any item that is ordered as part of an Order List, Order Set or Protocol Order will retain the properties of its original setup with regard to frequency.
  - To change the frequency select the **Binocular icon**.
  - The available frequencies will be listed in alphabetical order by the frequency name. To sort the frequencies by description, select the drop-down menu next to **Frequency** and select **Description**.
  - A Search field is also available. Type the beginning description of the frequency and the list automatically populates.

- Once the desired frequency has been chosen, use the **Select icon** from the action bar or double-click the line to insert the frequency.
- **Times:** The standard times of a frequency automatically populate to this field when a frequency is ordered with Standard Times. To change the scheduled times, select **Non-Standard** from the drop-down menu. The desired times may be entered.
- **Duration:** A max number of doses may be entered in the Duration field. The order is automatically discontinued once the duration value has been met.
- **Stat:** Select the **Stat Check-Box** to designate this as a stat order.
  - If this option is selected, two orders are automatically placed. The first order has a X1 frequency, and the second order has the frequency that is entered in the Frequency field.
- **First Dose Date/Time:** The First Dose Date and Time defaults to current time. To change this information, select the field. The **Calendar icon** may be used to change the date.
- **Start Date/Time:** The Start Date and Time defaults to the current time. To change this information, select the field that needs to be addressed. The **Calendar** icon may be used to change the date.
- **Stop Date/Time:** The Stop Date and Time may be entered in these fields. The order is automatically discontinued when the Stop Date and Time is reached. If the order has a X1 Frequency, the stop date and time defaults to the current time.
- **Instructions:** Up to four lines of instructions may be entered in the Instructions field. If an item has predefined instructions they automatically populate.
- **Components:** Each IV Component is listed in the Components section.
- **Total Volume:** Displays the sum of the IV Components. The Total Volume automatically adjusts if more components are added.
- **Patient's Own Medication:** If the medication that is being ordered is from the patient's personal supply, select **Patient's Own Medication**.
- **Read Back:** If an order is being placed as a Verbal or Phone order Read Back is listed in red. This field must be answered before the order may be saved. If logged in as a Provider, this line will not display.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Pharmacy > **IV**

THRIVE
Charts  
Order Entry



**CUNNINGHAM, CAROLINE LOUISE**  
DOB: 01/15/1981 (42)  
Birth Sex: Female Non-Binary

Admitted: 4/24/2023  
Advanced Directive: Unknown

Visit #: B01236 CLWR  
Weight: 63.05 kg. (139 lbs 0.0 oz)  
Height: 66.00 in.

No Behavioral Alerts  
Chief Complaint: Sore throat

[Update](#)
[Remove](#)
[Add Titration Protocol](#)
[Edit Titration Protocol](#)
[Remove Titration Protocol](#)
[Add Component](#)
[Address Clinical Monitoring](#)
[Dose Information](#)

### IV Medication Order Edit

Medication Name:	CL NS-1/2 :500 ML 2B1313P IV SOL				
Order Type:	Verbal				
Ordering Physician:	DAVID MCCUNE MD (3803)				
Flowrate:					
Route:	IV				
Frequency:	X1 Standard				
Times:					
Duration:	Doses				
Stat:					
First Dose Date/Time:	10/9/2023	08:02			
Start Date/Time:	10/9/2023	08:02			
Stop Date/Time:	10/9/2023	08:02			
Indication:					
Instructions:					
Components:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CL NS-1/2 :500 ML 2B1313P IV SOL</td> <td style="width: 20%;">500 ML</td> </tr> </table>			CL NS-1/2 :500 ML 2B1313P IV SOL	500 ML
CL NS-1/2 :500 ML 2B1313P IV SOL	500 ML				

#### IV Medication Order Edit

Once all of the Item fields have been addressed, there are several available options from the action bar.

- **Back Arrow:** When selected, the Back Arrow prompts for save confirmation if any changes have been made to the order.
  - If **Yes** is selected, the order is exited without saving changes.
  - If **No** is selected, the system returns to the **Order Review** screen.
- **Update:** Saves any order edit changes and returns to the previous screen.
- **Save to List:** Allows the order to be added to an Order List.
- **Remove:** Removes the order and returns to the previous screen.
- **Add/Edit/Remove Titration Protocol** allows titration to be addressed.
- The **Add Component** option allows additional components to be added to the order.
  - Once **Add Component** is selected, a look up screen will then display. Type the name of the item that needs to be added, then select the item from the list by double-clicking the item.
  - The **IV Medication Component Edit** screen will then launch. The dose information must be

- entered before the component may be saved.
  - If a component needs to be removed, select the component and then select **Delete** from the Action Bar.
  - Once all components have been added, select **Save** and the **Back Arrow**.
  - **Address Clinical Monitoring**: If the medication that is being ordered has Clinical Monitoring that needs to be addressed, the **Address Clinical Monitoring icon** will be displayed on the action bar. When selected, a screen opens showing all Clinical Monitoring and allows any required Clinical Monitoring overrides to be addressed.
- **Dosing Information**: Patient specific dosing may be viewed by selecting **Dosing Information** from the action bar.

### 4.3 Ancillary Order Edit

If the ancillary item is selected from an **Order Set, Order Lists or Physician List**, the predefined values pull into the fields depending on how the item was saved in the Order Set setup.

To edit an order, select the Ancillary item from the **Pending Orders** column.

The Item fields display in the following order:

- **Item Name**: The Long Description of the item populates this field and pulls from the Order Setup.
- **Order Type**: The Order Type may be changed once the item has been selected. This allows multiple types of orders to be placed at one time.
- **Ordering Physician**: The Physician entered on the Search Orders screen populates this field but may be changed to orders to be placed from multiple physicians at one time.
  - Select the **Binocular icon** to display the **Physician Look-Up** screen.
  - Staff physicians are listed in alphabetical order with the physician number to the right of the name. The search option may be changed to list the physicians by their physician number. If the physician is not located in the Staff Index, select **Non-Staff**. To change the ordering physician, double-click the physicians name from the look up table.
- **Duration**: Not applicable with orders in Thrive Provider EHR
- **Frequency**: Not applicable with orders in Thrive Provider EHR
- **Stat**: Allows an order to be placed Stat when selected
- **Scheduled Date/Time**: The field defaults to the current date and time. The fields allow an order to be scheduled for a specified date and time.
  - If the order is set up in the Order Set/List/Protocol with a specified future scheduled date and time, the scheduled date/time information will pull from the Table Maintenance setting to the Schedule field (Routine, Stat, Hours from Now, Days from Now).
- **Collected**: Collection information automatically populates this field once it has been entered.
- **Read Back: Verbal** and **Telephone** orders placed by nursing personnel will require "Read Back?" yes or no. The order is then sent to the provider's electronic signature queue.

- **Duplicate Order:** The system provides a prompt on the Ancillary Order Edit "This item has already been scheduled for: mm/dd/yyyy hh:mm."
- **OE Questions:** Any order entry questions or comment that are associated with the item are listed here:
  - If the item that is being edited has a required order entry question, it is listed in red font.
  - If predefined answers have been defined for required fields, select the appropriate predefined response from the drop-down. Free text responses may also be entered by selecting the **Free Text** option from the drop-down menu.
  - Additional comments may be added to available lines. Any applicable comments about the patient may be entered on these lines. Comments print on the order verification slip at the nursing station and on the order received in the department.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Clinic Lab > Item > Review > **Edit Required**

THRIVE
Charts  
Order Entry



**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023

DOB: 01/15/1981 (42) Advanced Directive: **Unknown**

Birth Sex: **Female** Non-Binary

Visit #: **B01236** CLWR

Weight: 63.05 kg. (139 lbs)

Height: 66.00 in. 📏

← Update ✖ Remove 📄 Report Distribution 🧪 Collect 🏠 Release

### Ancillary Order Edit

Item Name: **GLUCOSE (2100001)**

Order Type: Verbal

Ordering Physician: 🔍 DAVID MCCUNE MD (3803)

Duration: 1 ▼

Frequency: 1X ▼

Stat:

Scheduled Date/Time: 10/9/2023 ✖ 📅
 Routine
 AM
 PM
Time:

Stop Date/Time:  📅

Collected:

Send Report To: **DAVID MCCUNE MD**

Read Back:  Yes  No

OE Questions:

FASTING: NO ▼

Ancillary Order Edit screen

Once all of the Item fields have been addressed, several options are available from the action bar:

- **Back Arrow**: When selected, the Back Arrow prompts for save confirmation if any changes have been made to the order.
  - If **Yes** is selected, the order is exited without saving changes.
  - If **No** is selected, the system returns to the Order Review screen.

- **Save/Update:** Saves any order edit changes and returns to the previous screen
- **Save to List:** Allows the order to be added to an Order List
- **Remove:** Removes the current order from the Pending Orders queue
- **Report Distribution:** Hospital use only
- **Collect:** Provides the Collection Information screen

### ***Collection Information***

Collection information may be entered during the Order Entry process.

1. To enter collection information, select **Collect** from the action bar.
2. When Collect is selected, the **Collect Date Entry** screen opens. It automatically populates the initials connected with the UBL and the current date and time. These fields may be manually changed by typing in the desired fields. Collect and Receive Initials must be entered with upper case letters.
3. To exit without saving the collection information, select the **Back Arrow** from the action bar.
4. Once all changes have been made, select **Save** from the action bar. The information that was entered automatically updates the Collected field.

Select Web Client > Charts > Patient Chart > Order Entry > Departments > Clinic Lab > Item > Review > Collect

THRIVE Charts  
Order Entry

 **CUNNINGHAM, CAROLINE LOUISE**  
DOB: 01/15/1981 (42)  
Birth Sex: Female Non-Binary

← Save

**Collect Date Entry**

Order: **GLUCOSE**

Collect Date: 10/9/2023

Collect time: 12:04

Collect Initials: DCJ

Collect Data Entry screen

## 4.4 Nursing

Select the Nursing Order that needs to be reviewed from the **Pending Orders Column**

Select **Web Client > Charts > Patient Chart > Order Entry > Departments > Nursing > Category > Nursing Order**

THRIVE Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023  
 DOB: 01/15/1981 (42) Advanced Directive: **Unknown**  
 Birth Sex: **Female** **Non-Binary**

← Update Remove Associate Problem Remove Problem Release

**Nursing Order Edit**

Description: Dressing Change

Category: **Thrive Provider EHR**

Order Type: Verbal

Ordering Physician: DAVID MCCUNE MD (3803)

Start Date/Time: 10/9/2023 12:05

Stop Date/Time:

Problem:  Yes  No

Read Back:

**Nursing Order Edit Screen**

The Nursing Order Edit screen will display in the following order

- **Description:** The description will automatically populate but may be edited. Free text in the **Description** field to edit the Nursing Intervention that will be placed.
- **Category:** The Category will display under the Nursing Order Description and may not be edited.
- **Order Type:** The order type will fill in with the information entered on the previous screen but may be changed. To change the Order Type, select the correct type from the Order Type menu.
- **Ordering Physician:** The Physician entered on the Search Orders screen populates this field but may be changed to orders to be placed from multiple physicians at one time.

- Select the **Binocular icon** to display the **Physician Look-Up** screen.
  - Staff physicians are listed in alphabetical order with the physician number to the right of the name. The search option may be changed to list the physicians by their physician number. If the physician is not located in the Staff Index, select **Non-Staff**. To change the ordering physician, double-click the physicians name from the look up table.
- **Use Date/Time Range:** Allows option of limiting the time an order is active. If the order is to stop within eight hours, the order will turn yellow on the Medact. If the order exceeds the stop date/time, the order will turn red on the Medact. Once the **Use Date/Time Range** box is selected, a specific date and time range may be entered in the **Start Date/Time** field and the **Stop Date/Time** field.
  - **Problem** and **Associate Problem** is not functionality in Thrive Provider EHR.
  - **Read Back** is required for Verbal and Telephone orders.

## 4.5 Processing

After all orders have been reviewed and any required questions addressed, they may be processed.

The nurse will select the **Update** button. A Provider will select the **Sign** button. A message will appear on the screen that all orders have been updated successfully.

Select **Web Client > Patient Chart > Order Entry > Review**

The screenshot displays the 'Order Entry' screen for patient 'CUNNINGHAM, CAROLINE LOUISE'. The patient's information includes DOB: 01/15/1981 (42), Admitted: 4/24/2023, Visit #: B01236, and Chief Complaint: Sore throat. The interface features a toolbar with buttons for Update, Update w/o Labels, Add Orders, Edit, Edit Required, Read Back, Remove, Clear All, Change Start/Schedule Date, and Copy OE Questions. Below the toolbar is a 'Pending Order Review' table with the following entries:

Order	Details
GLUCOSE FASTING: N_	1X Start Date/Time Today Routine Verbal DAVID MCCUNE MD
Dressing Change	Verbal DAVID MCCUNE MD
CL ACETAMINOPHEN (TYLENOL) 500MG TABLET:	500 MG ORAL X1 Verbal DAVID MCCUNE MD First Dose: Today at 12:07 Start Date/Time Today at 12:07

### Process Pending Orders

## Chapter 5 Future Orders

### 5.1 Hospital Profile

**Future Orders** may be placed against a patient's profile and will remain as pending (for up to 1 year) until the patient arrives for the procedure(s) to be done.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders**

THRIVE Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: B01236  
 DOB: 01/15/1981 (42) Advanced Directive: Unknown Weight: 63.05  
 Birth Sex: **Female** **Non-Binary** Height: 66.00

← Cancel → Next

Patient Registration

Patient Name: Last: CUNNINGHAM First: CAROLINE Middle: LOUISE  
 Gender:  Male  Female  
 Birth Date: 01/15/1981  
 Social Security#: 100-00-00399  
 Physician: DAVID MCCUNE MD (3803) 🔍  
 Notes: Please confirm that the patient is fasting.

Patient Registration

Once the destination is selected, the Patient Registration screen displays.

The Patient Registration screen displays with **Patient Name**, **Gender**, **Birth Date**, **Social Security #** and **Physician** fulfilled. The Physician icon provides a look-up to edit the physician as needed. **Notes** may be added to the order which will be available when the order is released by registration.

From the action bar the options include:

- **Cancel:** Allows the order entry process to stop
- **Next:** Continues the order entry process

## 5.2 Order Entry

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Next**

The screenshot displays the 'Future Order Entry' interface for patient CUNNINGHAM, CAROLINE LOUISE. At the top, patient information includes DOB (01/15/1981), sex (Female), and chief complaint (Sore throat). The 'List Type' dropdown menu is open, showing 'Order Lists' selected. Below it, a list of search orders is visible, including 'LABS', 'CBC', 'BASIC METABOLIC PROFILE', 'COMP METABOLIC PROFILE', 'BUN & CREAT', 'ESTROGEN RECEPTOR', 'GLUCOSE TOLERANCE SHR', 'HIV', 'LIVER PROFILE', 'PREGNANCY TEST SERUM', 'PROSTATIC ACID PHOSPHATASE', 'THYROID PROFILE W/ TSH', and 'CULTURE BLOOD'. The 'Pending Orders' section on the right is currently empty.

List Types

From the Order Entry screen, orders may be chosen from **Departments**, **Order Sets** or **Order Lists** from the **List Type** drop-down. The **List Type** uses sticky functionality.

## Departments

The **Departments** option is available to search by **All** hospital ancillary departments or by selecting a specific department from the **Departments** drop-down.

**NOTE:** Order Entry 6 will now allow the user to place Future Orders for Nursing and Pharmacy. Prior to this update, the Nursing and Pharmacy departments would not display in the Department dropdown list.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Next > Departments**

The screenshot shows the 'Future Order Entry' interface for patient CUNNINGHAM, CAROLINE LOUISE. The 'Departments' dropdown menu is open, showing a list of departments. The 'All' option is selected and highlighted with a green box. The list of departments includes:

- All
- Pharmacy
- Nursing
- Cardiac Rehabilitation
- Imaging Services
- Laboratory
- Anatomic Pathology/Cytology
- Miscellaneous
- Dietary
- Occupational Therapy
- Rehab Services
- Transportation
- Cardiopulmonary

The background shows a list of search orders, including:

- \*CULTURE WOUND (Laboratory)
- ANCILLARY DEPARTMENTS-----
- .EBV (Laboratory)
- .EBV AB EARLY AG IGG (Laboratory)
- .INFLUENZA A (Laboratory)
- .INFLUENZA B (Laboratory)
- .VCA IGG/IGM (Laboratory)
- 0.45 NS 1000 ML: 0 ml/hr IV CONTINUOUS
- 1/2 NS 1000 ML: 0 ml/hr IV CONTINUOUS
- 1/2 NS 1000 ML BAG: 50 ml/hr IV
- 1/2 NS 500 ML BAG: 5 ml/hr IV
- 1200 ADA (Dietary)
- 1200 ADA CHOP (Dietary)
- 1200 ADA LOW CHOLESTEROL (Dietary)
- 1200 ADA PUREE (Dietary)
- 1200 ADA RENAL (Dietary)

### Departments

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When selecting the order, double-click on the name of the order or highlight the name of the order, and select **Add to Pending** from the action bar.

Multiple orders from multiple departments may be selected from the look up list.

A Pending Order may be removed by highlighting the order from the Pending Orders and selecting **Remove**.

Select **Clear All Pending Orders** to remove all selected Pending Orders.

The **Edit** option on the action bar accesses the Future Order Edit.

## Order Lists

**Order Lists** are custom lists of orders for providers. The Order Lists may contain commonly ordered items ordered per provider. The Order List may contain a combination or ancillary, pharmacy and nursing orders but only ancillary items will be available. Pharmacy and nursing orders will not be available from the **Order List**.

Each ancillary order may be created as routine or stat, or may be scheduled for a certain number of hours or days from the order time. Within each set, orders may be set to be preselected when the Order Set is selected.

For information on creating **Order Lists** see Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Order Type > List Type > Order Lists**

The screenshot displays the 'Order Entry' screen for patient CUNNINGHAM, CAROLINE LOUISE. The 'List Type' is set to 'Order Lists' and the 'Description' is 'Clinic Immunizations'. The 'Search Orders' table lists several immunization orders, including 'CL VARICELLA(CHICKEN POX) CLINIC: 1 EA IM X1', 'CL DTAP <7YRS CLINIC: 0.5 MG IM X1', 'CL HEPATITIS B VACCINE PEDI CLINIC: 1 EA IM X1', 'CL INFLUENZA 0.5ML (SML VIAL) CLINIC: 0.5 ML IM X1', and 'CL MEASLES/MUMPS/RUBELLA CLINIC: 1 EA IM X1'. The 'Pending Orders' table shows the same set of orders. A green box highlights the 'Clinic Immunizations' option in the 'Description' dropdown, and a green arrow points to the 'Search Orders' column.

Order Lists

1. Select **Order Lists** from the List Type drop-down on the Search Order screen.
  - The Description field will load all Order Lists that have been assigned to the provider currently logged in.
2. Locate the desired Order List and select it from the list.
3. Once the **Order List** has been selected, the Order List items will populate in **Search Orders**. Some items may appear preselected. Select the **Deselect All** option to remove all preselected orders.

**NOTE:** This default is set in the **Order Set/List/Protocol Maintenance** table in **Table Maintenance-Clinical**.

4. The **Search** option provides the ability to use a Smart search to locate orders within the selected **Order Set**.
5. To move an item to Pending, first select the check box next to the desired item.
6. Once all items have been selected, select the **Add to Pending** option from the action bar.
  - A Pending Order may be removed by highlighting the order from the Pending Orders and

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selecting **Remove**.

- Select **Clear All Pending Orders** to remove all selected Pending Orders.
- The **Edit** option on the action bar accesses the Future Order Edit.

### ***Order Sets***

Groups of orders which are routinely ordered together may be created to order as a set. Only ancillary orders will be available when placing Order Sets from Future Orders. Pharmacy and nursing orders will not be available from the Order Set.

Each ancillary order may be created as routine or stat, or may be scheduled for a certain number of hours or days from the order time. Within each set, orders may be set to be preselected when the Order Set is selected.

For information on creating Order Sets, see **Table Maintenance-Clinical, Physician Application, Order Set/List/Protocol Maintenance**.

Select Web Client > Charts > Patient Chart > Order Entry > Future Orders > Order Type > List Type > Order Sets

Order Sets

1. Select **Order Sets** from the List Type drop-down on the Search Order screen.
  - The Description field will load all Order Sets that have been assigned to the Department to which the patient is currently admitted. If the desired Order Set is not listed, select the magnifying glass icon to search all of the available facility **Order Sets**.
2. Locate the desired Order Set and select it from the list.
3. Once the **Order Set** has been selected, the Order Set items will populate in **Search Orders**. Some items may appear preselected. Select the **Deselect All** option to remove all preselected orders.

**NOTE:** This default for preselected items can be found in the **Order Set/List/Protocol Maintenance** table in **Table Maintenance-Clinical**.

4. The **Search** option provides the ability to use a Smart search to locate orders within the selected **Order Set**.
5. To move an item to Pending, first select the check box next to the desired item.
6. Once all items have been selected, select the **Add to Pending** option from the action bar.
  - A Pending Order may be removed by highlighting the order from the Pending Orders and selecting **Remove**.
  - Select **Clear All Pending Orders** to remove all selected Pending Orders.
  - The **Edit** option on the action bar accesses the Future Order Edit.

## 5.3 Stat Orders

Future Orders may be marked as Stat orders. The **!Stat** button is located in the Order Entry Action Bar. It will be non-operational until an order is selected.

To mark an order as Stat:

- Search for, and select the order to be placed in the **Pending Orders** column
- Highlight the order from the Pending column. This will cause the **!Stat** button to be operational
- Select the **!Stat** button

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Departments**

The screenshot displays the THIRIVE Order Entry interface for patient CUNNINGHAM, CAROLINE LOUISE. The patient's details include DOB: 01/15/1981 (42), Admitted: 4/24/2023, Visit #: 801236, CLWR, Weight: 63.05 kg, Height: 66.00 in., and Chief Complaint: Sore throat. The interface shows a search for 'urin' in the Laboratory department. The 'Search Orders' column lists various urinalysis tests, and the 'Pending Orders' column shows 'URINALYSIS STAT Written DAVID MCCUNE MD'. A green box highlights the '!Stat' button in the action bar above the search results.

Order Entry

Select desired order and then select the **!Stat** button from the Action Bar. The order will now be marked as Stat.

## 5.4 Order Reason

An **Order Reason** may be added to pending Future Orders. If a facility would like this to be a requirement, there are role-based permissions to require this. For more information, please see the document "[Adding an Order Reason for Future Orders](#)" on CPSIQ.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders**

The screenshot shows the 'Future Order Entry' screen for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981, Weight: 63.05 kg, and Height: 66.00 in. The 'Order Reason' button is highlighted in the top navigation bar. Below, the 'Search Orders' list contains various chest X-ray and CT scan options. The 'Pending Orders' list shows 'CHEST PA & LATERAL Today Routine Written DAVID MCCUNE MD'.

Order Reason

Add the desired orders to the Pending Order List. The **Order Reason** button will populate after orders have been moved from the **Search** column to the **Pending** column.

If the Order Reason should attach to all orders, then the user will select the **Order Reason** button. If the Order Reason should attach to only specific pending orders, the user has the ability to multi-select orders prior to selecting the **Order Reason** button.

Select the **Order Reason** button to open the **Future Order Reason List** screen.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Add order to Pending List > Order Reason**

The screenshot shows the 'Future Order Reasons List' screen for patient CUNNINGHAM, CAROLINE LOUISE. The patient's information includes DOB: 01/15/1981, Weight: 63.05 kg, and Height: 66.00 in. The 'Future Order Reasons List' section shows a table with columns for ICD10, SNOMED, and Diagnosis Description. The row for R079 (CHEST PAIN) is highlighted.

ICD10	SNOMED	Diagnosis Description
R079	29857009	CHEST PAIN
R42	404640003	DIZZINESS
K219	225587003	GASTRIC REFLUX

Future Order Reasons List

The **Order Reason** screen has the following options available in the **Action Bar**:

- **Back Arrow**: Allows the user to return to the previous screen.
- **Update**: Saves the reason selected.
- **Add to Pending**: Moves the reason from the Reason/Diagnosis Lookup List to the Selected Future Order Reasons/Diagnosis List.
- **Add to Favorites**: Gives the user the ability to have a saved favorite list of most commonly used reasons.
- **Remove from Favorites**: A favorite reason may also be removed.
- **Add as Custom**: Gives the user the ability to add a free-texted entry.
- **Remove**: A reason that has been added to the Selected Order Reason column may be highlighted and then removed if desired.

The Reason List may be filtered by:

- **Favorites**: If a reason has been saved to the Favorites list, this option will be the default.
- **Description**: If a reason has been added as a custom reason, it will display from this filter.
- **ICD9 / ICD10 / SNOMED** codes: The reason is filtered by the selected code.
- **Problem List**: This option will pull the patient's Active Problems.

After choosing an Order Reason, select **Update** to return to the **Future Order Entry** selection screen.

Select Web Client > Charts > Patient Chart > Order Entry > Future Orders > Add order to Pending List > **Select Order**

**THRIVE** Charts  
Order Entry

 **CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #:  
DOB: 01/15/1981 (42) Advanced Directive: **Unknown** Weight:  
Birth Sex: **Female** **Non-Binary** Height:

← Update Remove Recurrence Collect Order Reason

**Future Order Edit**

Item Name: **CHEST PA & LATERAL (3600031)**

Order Type:

Ordering Physician: **DAVID MCCUNE MD**

Stat:

Recurrence:

Scheduled Date: 10/9/2023

Collected Date:  Time:  Initials:

Expiration Date: 10/9/2024

Order Reason: **Chest pain (R079)**

OE Questions:

CHEST PA & LATERAL  
{Reason for Chest:

Additional Information:

**Future Order Edit**

The Order Reason will now be attached to the order.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Add order to Pending List > Review**

THRIVE Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: **B01236** CLWR  
 DOB: **01/15/1981** (42) Advanced Directive: **Unknown** Weight: **63.05 kg.** (139 lbs)  
 Birth Sex: **Female** **Non-Binary** Height: **66.00 in.**

Sign Add Orders Edit Edit Required Remove Clear All Recurrence Change Start/Schedule

**Pending Future Order Review**

**CHEST PA & LATERAL**  
 Order Reason: Chest pain (R079)  
 CHEST PA & LATERAL  
 {Reason for Chest: \_SOB\_\_\_\_\_  
 Additional Information: \_\_\_\_\_

#### Order Reason

Order Reasons will also display in the Pending Future Order Review screen.

## 5.5 Processing

Select **Review** once all the desired pending orders are selected.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Next > Review**

THRIVE Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: **B01236** CLWR  
 DOB: **01/15/1981** (42) Advanced Directive: **Unknown** Weight: **63.05 kg.** (139 lbs 0.0 oz)  
 Birth Sex: **Female** **Non-Binary** Height: **66.00 in.** Chief Complaint: **Sore throat**

Sign Add Orders Edit Edit Required Remove Clear All Recurrence Change Start/Schedule Date Address Clinical Monitoring Change Expiration Date Stat Collect Order Reason

**Pending Future Order Review**

**CHEST PA & LATERAL**  
 Order Reason: Chest pain (R079) Start Date/Time Today Routine Written DAVID MCCUNE MD  
 CHEST PA & LATERAL  
 {Reason for Chest: \_SOB\_\_\_\_\_  
 Additional Information: \_\_\_\_\_

**COMP METABOLIC PROFILE**  
 Order Reason: Gastric reflux (K219) Start Date/Time Today Routine Written DAVID MCCUNE MD

#### Process Future Orders

- **Sign** allows the Provider to sign the orders. The orders will then be sent to the Hospital as a Future Order and will display as a Pending status in Order Chronology.
- Select the order and then **Edit** to edit an order. Orders may be multi-selected by using the Control

Key while making selections.

- **Edit Required** will open all orders with required edits to be made.
- A **Recurrence** can also be set from this screen.

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Next > Review > Select Order**

**THRIVE** Charts  
Order Entry

**CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: B0  
 DOB: 01/15/1981 (42) Advanced Directive: **Unknown** Weight: 6  
 Birth Sex: **Female** **Non-Binary** Height: 6

Update Remove Recurrence Collect Order Reason

**Future Order Edit**

Item Name: **CHEST PA & LATERAL (3600031)**

Order Type:

Ordering Physician: **DAVID MCCUNE MD**

Stat:

Recurrence:

Scheduled Date: 10/9/2023

Collected Date:  Time:  Initials:

Expiration Date: 10/9/2024

Order Reason: Chest pain (R079)

OE Questions:

CHEST PA & LATERAL

{Reason for Chest: SOB

Additional Information:

Future Order Edit

The **Collect Date**, **Time** and **Initials** may be entered from Future Order Edit if the clinic collects the specimen for the Future Order.

Additional comments or instructions to the ancillary department performing the test may be entered into the **OE Questions** fields. Some ancillary items may have Order entry Questions which are required. These questions will be in **red** font.

**Recurrence Orders**

Orders may be set to reoccur by selecting the **Recurrence** option from Process Future Orders or by selecting the Recurrence Date on Future Order Edit.

- **Recurrence Pattern:** The order may be set to reoccur:
  - Daily
  - Weekly
  - Monthly
  - Yearly

Select **Web Client > Charts > Patient Chart > Order Entry > Future Orders > Next > Review > Select Order > Recurrence**

The screenshot shows the 'THRIVE' patient chart interface. At the top, it displays 'Charts Order Entry'. The patient's name is 'CUNNINGHAM, CAROLINE LOUISE'. Other details include: Admitted: 4/24/2023, Visit #: B01236, CLWR, DOB: 01/15/1981 (42), Advanced Directive: Unknown, Weight: 63.05 kg. (139 lbs 0.0 oz), Height: 66.00 in., Birth Sex: Female, Non-Binary. Below the patient information, there are navigation buttons: 'Save' and 'Remove Recurrence'. The 'Recurrence Options' section is expanded, showing 'Recurrence pattern' with radio buttons for 'Daily' (selected), 'Weekly', 'Monthly', and 'Yearly'. There are also options for 'Every 0 day(s)' and 'Every weekday'. The 'Range of recurrence' section has 'Start' and 'End by' fields, with 'End after' and 'End by' radio buttons.

**Recurrence Options - Daily**

THRIVE
Charts  
Order Entry



**CUNNINGHAM, CAROLINE LOUISE**

DOB: **01/15/1981** (42)

Birth Sex: **Female** Non-Binary

Admitted: **4/24/2023**

Advanced Directive: **Unknown**

Visit #: **B01236** CLWR

Weight: **63.05 kg.** (139 lbs 0.0 oz)

Height: **66.00 in.**

No

Chief Com

← Save ✖ Remove Recurrence

**Recurrence Options**

Recurrence pattern

Daily    Recur every  week(s) on:
  Sunday    Monday    Tuesday    Wednesday

**Weekly**

Monthly     Thursday    Friday    Saturday

Yearly

Range of recurrence

Start:  📅     End after:  occurrences

**End by:**  📅

#### Recurrence Options - Weekly

THRIVE
Charts  
Order Entry



**CUNNINGHAM, CAROLINE LOUISE**

DOB: **01/15/1981** (42)

Birth Sex: **Female** Non-Binary

Admitted: **4/24/2023**

Advanced Directive: **Unknown**

Visit #: **B01236** CLWR

Weight: **63.05 kg.** (139 lbs 0.0 oz)

Height: **66.00 in.**

No B

Chief Com

← Save ✖ Remove Recurrence

**Recurrence Options**

Recurrence pattern

Daily     **Day**  of every  month(s)

Weekly     The  of every  month(s)

**Monthly**

Yearly

Range of recurrence

Start:  📅     End after:  occurrences

**End by:**  📅

#### Recurrence Options - Monthly

THRIVE Charts Order Entry

 **CUNNINGHAM, CAROLINE LOUISE** Admitted: 4/24/2023 Visit #: **B01236** CLWR No  
DOB: **01/15/1981** (42) Advanced Directive: **Unknown** Weight: **63.05 kg.** (139 lbs 0.0 oz) Chief Cor  
Birth Sex: **Female** **Non-Binary** Height: **66.00 in.**

Save Remove Recurrence

**Recurrence Options**

Recurrence pattern

Daily  Every   Weekly  The  of   
 Monthly  Yearly

Range of recurrence

Start:

End after:  occurrences  
 End by:

Recurrence Options - Yearly

- **Range of Recurrence**
  - Start
  - End after
  - End by

Select **Save**. After a recurrence has been submitted, the Remove Recurrence is available to discontinue the orders.

## 5.6 Reviewing Future Orders

Once Future Orders are placed, the order detail may be reviewed in Order Chronology by both clinic and hospital staff. The status of the order will be Temporary/Pending until it is released by the hospital staff, canceled or expired.

Select **Web Client > Charts > Patient Chart > Order Chronology > Select Temporary/ Pending Order**

The screenshot displays the 'Future Order Detail' for a patient named CAROLINE LOUISE CUNNINGHAM. The patient's information includes a profile picture, name, DOB (01/15/1981), birth sex (Female), and admission date (4/24/2023). The order details are as follows:

Order Information	
Description:	CHEST PA & LATERAL
Item Number:	3600031
Ordering Physician:	DAVID MCCUNE MD
Order Date/Time/Initials:	10/09/2023 14:14 DAM
Schedule Date/Time:	10/09/2023 14:14
Collect Date/Time/Initials:	
Expiration Date:	10/09/2024
Cancel Date/Time:	
Recurrence:	X1 on 10/09/2023
Originating Account:	B01236
Sign Date/Time/Physician:	10/09/2023 15:08:33 DANIEL A MCCALISTER
Order Reason:	Chest pain (R079)
OE Questions:	
CHEST PA & LATERAL	
{Reason for Chest:	SOB
Additional Information:	

Future Order Detail

The following information is available:

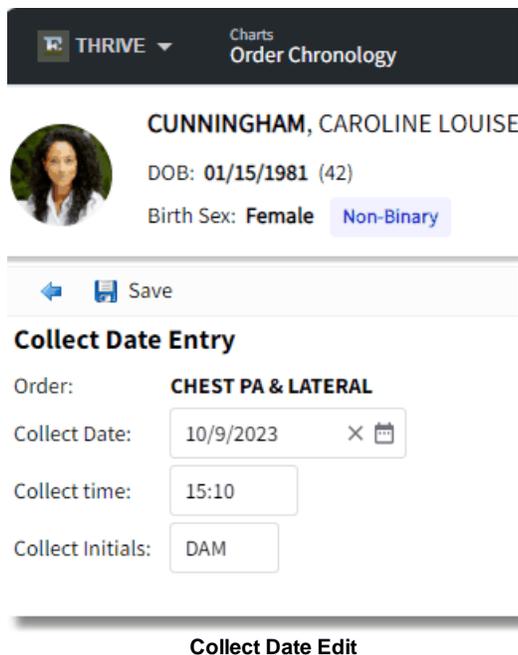
- **Order Information**
  - **Description:** Displays the Item Description from the Item Master of the procedure ordered.
  - **Item Number:** Item Number of the order being placed from the Item Master.

- **Ordering Physician:** Displays the ordering physician name.
  - **Order Date/Time/Initials:** Displays the date and time the order was placed and the initials associated with the user placing the order.
  - **Schedule Date/Time:** Displays the date and time the procedure is scheduled to be done.
  - **Collect Date/Time/Initials:** Displays the date and time the order was collected and the initials associated with the user collecting the order.
  - **Expiration Date:** Displays the expiration date. The expiration date will default to one year from the order date unless manually changed during order entry.
  - **Cancel Date/Time:** Displays the date and time the order was canceled.
  - **Recurrence:** Provides the recurrence data which was entered when the order was placed.
  - **Originating Account:** Patient visit number
  - **Sign Date/time:** Displays the date and time the order was electronically signed by the provider.
  - **Order Reason** Displays the Order Reason that was entered.
  - **OE Questions:** Displays any required questions answered or any additional information entered during the ordering process.
- **Notes**
    - Displays any notes entered from the registration of the Future Order.

Collection information may be documented on laboratory orders by selecting the **Collect** option from the action bar. Once an order is collected the Collect option is not available.

**NOTE:** *If there are multiple occurrence laboratory orders, the **Collect** option may not be accessed.*

Select **Web Client** > **Charts** > **Patient Chart** > **Order Chronology** > Select **Temporary/ Pending Order** > **Collect**



The screenshot shows the 'Collect Date Entry' form in the Thrive EHR system. At the top, the patient's name 'CUNNINGHAM, CAROLINE LOUISE' is displayed, along with their DOB '01/15/1981 (42)' and Birth Sex 'Female'. There are buttons for 'Non-Binary' and 'Save'. The form fields are: Order: CHEST PA & LATERAL; Collect Date: 10/9/2023; Collect time: 15:10; Collect Initials: DAM. A 'Collect Date Edit' button is located at the bottom of the form.

The following collection information should be entered:

- **Collect Date:** Enter the date of collection or enter a period (.) for the current date.
- **Collect Time:** Enter the time of collection or enter a period (.) for the current time.
- **Collect Initials:** Enter the initials who collected the specimen.

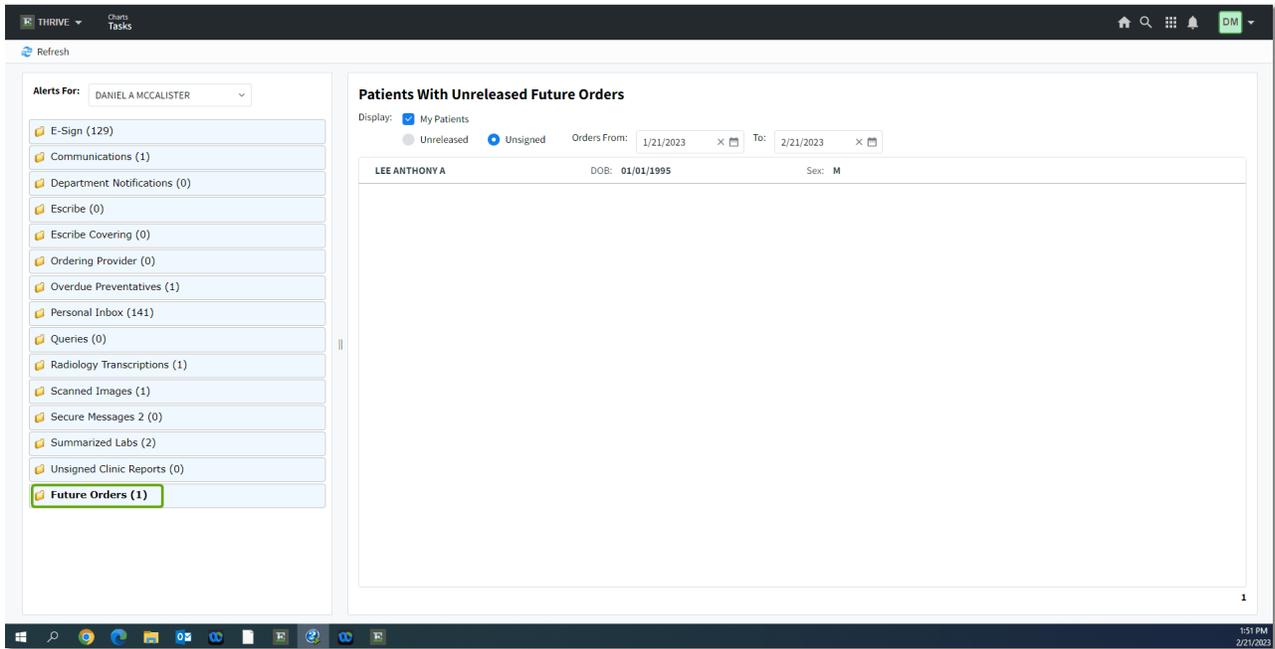
**NOTE:** Only the Collection Information and Order Entry Questions may be accessed after the order has been processed.

## 5.7 E-sign Future Orders

The provider is able to view unreleased Future Orders from the Task Screen, and if they were placed by the nurse, will be able to sign them as well.

1. The provider selects **Tasks** and then **Future Orders**.

Select **Web Client** > **Tasks** > **Future Orders**



Patients With Unreleased Future Orders

From this display, the provider may select to see either Unreleased Orders, Unsigned Orders, and may select a date range for the search.

Select Web Client >E-Sign > Future Orders > Select Patient

Future Orders

Patient: LEE ANTHONYA DOB: 01/01/1995

Display:  Unreleased  Unsigned

Orders From: 1/21/2023 To: 2/21/2023

Select/Deselect All

<input type="checkbox"/>	02/21/2023	CHEST PA & LATERAL X1 on 2023-02-21	DAVID MCCUNE MD Expires: 02/21/2024	SIGNED
<input type="checkbox"/>	02/21/2023	COMP METABOLIC PROFILE X1 on 2023-02-21	DAVID MCCUNE MD Expires: 02/21/2024	SIGNED
<input type="checkbox"/>	02/21/2023	BUN & CREAT X1 on 2023-02-21	DAVID MCCUNE MD Expires: 02/21/2024	UNSIGNED
<input type="checkbox"/>	02/21/2023	HIV X1 on 2023-02-21	DAVID MCCUNE MD Expires: 02/21/2024	UNSIGNED
<input type="checkbox"/>	02/21/2023	CT CHEST/ABD/PELVIS WWO CONT X1 on 2023-02-21	DAVID MCCUNE MD Expires: 02/21/2024	UNSIGNED

5  
1:55 PM  
2/21/2023

Unreleased Future Orders

3. Once the provider selects the patient's name, the Future Orders List displays.
  - The provider has the option to display **Unreleased** or **Unsigned** orders.
  - The provider selects the order by selecting the checkbox next to the name of the order. After selecting the order(s) the provider has the following option from the action bar:
    - **Sign Selected Orders:** The provider is prompted to **Enter Passphrase**. After entering the passphrase select **Accept**.
    - **Cancel Selected Orders:**

**NOTE:** When logged in as an employee, the only option available is **Cancel Selected Orders**.

## 5.8 Releasing Future Orders

Future Orders will be released when the patient presents to the hospital for the procedures.

**NOTE:** When appropriate, releasing Future orders will prompt Medical Necessity for patients with a financial class that warrants a Medical Necessity check. Users will have the opportunity to print one Advanced Beneficiary Notice (ABN) for all future orders being released at that time. Please see the [Medical Necessity User Guide](#) for more information regarding this process.

### Releasing on New Visit

Future Orders may be reviewed and released to a new visit via **Profile Listing** on the **Hospital Base Menu**.

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

The screenshot displays the 'Accounts Receivable - Person Profile' for patient CUNNINGHAM CAROLINE LO. The interface includes a navigation bar with options like 'Base Screen', 'Create New Visit', and 'Patient Charting'. The patient's Social Security number is 100000399, and their Person Profile# is 00000652. The 'Visit Listing' table shows the following data:

Visit#	From Date	Thru Date	Service	Balance	Bad Debt
357973	08/04/2016	08/04/2016	EMERGENC		
358008	01/19/2017		EMERGENC		
358129			CLINIC		
358910	02/29/2016	06/07/2019	MEDICAL		
358911	06/07/2019		EMERGENC		

At the bottom of the interface, the 'Future Orders' button is highlighted in red, indicating it is the active option for releasing orders.

Accounts Receivable - Person Profile

Orders for the hospital placed from the clinic will be available from **Future Orders**. This option is only available when the profile has unreleased Future Orders.

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

UNRELEASED FUTURE ORDERS						
Patient: CUNNINGHAM CAROLINE LO    DOB: 01/15/1981    Sex: F						
<input type="checkbox"/> Select/Deselect All						
<input type="checkbox"/>	Ord Dt: 09/16/2019 Exp Dt: 09/16/2020 Order Reason:	036	ANKLE 2V LT Origin Clinic: Evident Community Clinic	DAVID MCCUNE MD	Sch Dt: 09/16/2019 Collected: Not Collected	SIGNED
<input type="checkbox"/>	Ord Dt: 09/16/2019 Exp Dt: 09/16/2020 Order Reason:	028	URINALYSIS Origin Clinic: Evident Community Clinic	DAVID MCCUNE MD	Sch Dt: 09/16/2019 Collected: Not Collected	SIGNED
<input type="checkbox"/>	Ord Dt: 09/24/2019 Exp Dt: 09/24/2020 Order Reason: Gastric reflux (K219)	028	CBC W/DIFF Origin Clinic: Evident Community Clinic	DAVID MCCUNE MD	Sch Dt: 09/24/2019 STAT Collected: Not Collected	SIGNED
<input type="checkbox"/>	Ord Dt: 09/24/2019 Exp Dt: 09/24/2020 Order Reason: Chest pain (R079)	036	CHEST 4V W/FLUORO Origin Clinic: Evident Community Clinic	DAVID MCCUNE MD	Sch Dt: 09/24/2019 Collected: Not Collected	SIGNED

Unreleased Future Orders

Future Orders will display all of the unreleased Future Orders for the patient.

- The **Patient** name, date of birth (**DOB**) and gender (**Sex**) will be displayed on the top of the Unreleased Future Orders.
- The **Physician** drop-down menu will only be available if orders have been placed by multiple providers. The drop-down menu will default to **All**. Selecting a single physician from the menu will display only the orders placed by the selected physician.
- The **Select/Deselect** checkbox allows all of the orders to be selected or deselected quickly. If there are unreleased Future Orders placed by multiple physicians and **All** is selected from the menu, the **Select/Deselect** option will be grayed out.
- All unreleased Future Orders will be listed with the following information:
  - A checkbox is available for selecting single or multiple orders manually. Once an order is selected, the display will list only the orders available for the selected physician.
  - The Order Date (**Ord Dt**) will display the date the Future Order was placed.
  - The Department Number of the receiving ancillary department within the hospital will be listed.
  - The Item Description for the item which was ordered will be listed. The Description may be selected in order to display all of the order detail for the Future Order. This detail will include the Order Reason.
  - The name of the Ordering Physician will be displayed.
  - The Schedule Date will be listed.
  - The Expiration Date defaults to one year from the Order Date but may be manually edited during the Order Entry process.
  - The Order Reason if one has been attached to the order.
  - The Signed/Unsigned status will be displayed.
  - The Note icon will be available if a Note was entered during the Order Entry process.

Select Web Client > System Menu > Hospital Base Menu > Profile Listing > Select patient > Future Orders > Select Note Icon

Order Number	Description	Physician	Scheduled Date	Status
036	CT CHEST W/WO CON	DAVID MCCUNE MD	09/16/2019	SIGNED
036	ANKLE 2V LT	DAVID MCCUNE MD	09/16/2019	SIGNED
028	CBC W/DIFF	DAVID MCCUNE MD	09/16/2019	SIGNED
028	URINALYSIS	DAVID MCCUNE MD	09/16/2019	SIGNED
036	CHEST PA & LATERAL	DAVID MCCUNE MD	09/18/2019	SIGNED
028	CBC W/DIFF	DAVID MCCUNE MD	09/18/2019	SIGNED

Unreleased Future Orders - Note

The action bar contains the following options:

- The **Release Selected Orders** option assigns an Order Number and releases the order to the specified ancillary department within the hospital. Once released, Thrive prompts the user to create the new patient visit.

**NOTE:** If the registration is not completed, the unreleased Future Order associated with the visit will remain as an unreleased Future Order for the patient.

- The **Cancel Selected Orders** option cancels the selected orders.

Select Web Client > System Menu > Hospital Base Menu > Profile Listing > Select patient > Future Orders > Select Order > Release Selected Orders

SYSTEM MENU > SYSTEM MENU

Evident Community Hospital Signed On Emp: DCJ Dept: 046

Accounts Receivable - Person Profile

Base Screen Create New Visit Create Temp Visit Patient Charting Images Misc Options Scheduling

Name: CUNNINGHAM CAR Visit Information 00000652

Demographics Contact/Bill

Demographic Information

Last Name: CUNNI  
 First Name: CARO  
 Mid Name: LOUIS  
 Full Name: CUNNI  
 Birth Date: 01/15/  
 MedRec #: 000311  
 Sex: F  
 Country: US  
 Address1: 6600 V  
 Address2:  
 City: MOBIL  
 State/Zip: AL  
 County: MOB  
 Phone: 251-63  
 Cell Phone:

Manually Assign Visit Number?  Yes  No

Stay Type:   
 Sub Type:   
 Physician: 000000 INVALID  
 Service Code:   
 Guarantor:   
 Fin. Class:   
 Patient Portal Authorized Rep:

Restrict Payer Disclosure

Select insurance coverage for this visit:

<input type="checkbox"/> Select	code	Insurance Name	Primary

OK Cancel

05/22/2015

glish

chewed tobacco

smoker

141.00

Bad Debt

.00

.00

.00

.00

Ready ▶

Visit Information

**Releasing on Same Visit**

Future Orders may be released on the same visit from the Census screen. This option is only available if the patient has unreleased Future Orders.

Select **Web Client > System Menu > Hospital Base Menu > Master Selection > Patient Visit Number > Census**

The screenshot shows the 'Accounts Receivable - Registration and ADT' interface for patient CUNNINGHAM CAROLINE LO. The top navigation bar includes 'ER Log', 'MSP', 'Patient Data', 'Note Entry', 'Images', 'Forms', 'ADT Functions', 'Misc Options', and a highlighted 'Future Orders' button. The patient's account number is B01223 and the room is CLWR. The form is divided into several sections:
 

- Stay Information:** Stay Type (5 CLINIC), Sub Type, Service Code (CL CLINIC).
- Personal Information:** Last Name (CUNNINGHAM), First Name (CAROLINE), Mid Name (LOUISE), Full Name (CUNNINGHAM CAROLINE LO), Maiden Name, Confidential (N), Country (US), Address 1 (6600 WALL STREET), City (MOBILE), State/Zip (AL 36695), Curr Addr Dt.
- Contact Information:** County (MOB MOBILE), Phone (251-639-8100), Cell Phone, Email (caroline@email.com), Birth Date (01/15/1981, 38 YEARS), Birth Place (MOBILE), SocSec #, MedRec # (000315, New).
- Medical History:** Sex (F Female), Marital (S), AdvDir, Military, Smoker (4 Never smoker), Smk STDt, Smk EndDt, Smokeless Tobacco (4 Never chewed tobacco).
- Religion and Demographics:** Religion (ME METHODIST), Church (UMC UNITED METHODIST), Race (+ C CAUCASIAN), Ethnicity (+ N Not Hispanic or Latino), Language (eng en English), Expired Dt, Identifier.
- Employer Information:** Employer, Address 1, Address 2, City, State/Zip, Phone.

Accounts Receivable - Registration and ADT

Select **Future Orders** and the Unreleased Future Orders will display.

Order selection will function the same as releasing from the Person Profile except the user will not be prompted to create a new visit when the orders are released.

## 5.9 Unreleased Future Orders Report

The Unreleased Future Orders report provides a listing of any unreleased temporary orders. The report shows to which profile the Future order is attached, the type of order and the status of the order.

1. Select **Report Dashboard**.
2. Select **Add Report**.
3. Select the following report sequence option:
  - **Unreleased Future Orders**

4. Select **Select**.

5. Select the desired report parameters.

System prompts, "Facility:"

6. Select the desired Facility. (Only Facilities selected for access under that User Based Login are available for selection.)

System prompts, "Profile Name:"

7. Enter the desired image creation date range.

System prompts, "Signature Date Range:"

8. Enter the signature date range.

9. System prompts, "Order Type:"

10. Select one of the following order types: **All, Lab, Xray, PT, RT, CS, Dietary, EKG**

System prompts, "Order Date Range:"

11. Enter the desired order date range.

System prompts, "Schedule Date Range:"

12. Enter the schedule date range.

System prompts, "OE Initials:"

13. Enter the desired order entry initials.

System prompts, "Include Expired Orders:"

14. Select this option to include Expired Orders from on or before the current date.

System prompts, "Include Cover Sheet:"

15. Select this option to include a Cover Sheet with the report.

System prompts, "Output Format:"

16. Use the drop-down box to select one of the following report Format options: **HTML, PDF, XML, CSV**

System prompts, "Run Report"

17. Select **Run Report** to display the report in the selected output format.

### Unreleased Future Orders

Row	Profile Name	Profile SSN	Profile Number	Order Type	Order Desc	Schedule Dt	OE Date	Init	Status	Expire Date
1	CUNNINGHAM CAROLINE LO	1000000399	652	Lab	ACID PHOSPHATASE	07/07/2017	07/07/2017	DCJ	UNSIGNED	07/07/2018
2	CUNNINGHAM CAROLINE LO	1000000399	652	Lab	CBC W/DIFF	07/07/2017	07/07/2017	DCJ	UNSIGNED	07/07/2018

#### Unreleased Future Orders Report

Listed below is an explanation of each column.

- **Row**: The sequence number of orders
- **Profile Name**: The Patient Name on the profile
- **Profile SSN (Profile Social Security Number)**: The Social Security Number that is attached to the profile
- **Profile Number**: The Profile Number that is attached to the profile.
- **Order Type**: Pulls the Order Type of temporary order placed.
- **Order Desc (Order Description)**: Pulls from the Item Description field of the Item Master.
- **Sched Date (Scheduled Date)**: Pulls the scheduled date of the temporary order.
- **OE Date (Order Entry Date)**: Pulls the date the order was entered.
- **Init (Initials)**: Pulls the initials of the employee who placed the order.
- **Status**: The status of the order. This column displays Unsigned or Signed.
- **Expire Date**: The expiration date of the Future Order.