IT Dept Quick Reference Guide (QRG)



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## SETTING UP & USING FAVOURITE FOLDERS

1	Open your patient's record – make sure you have the correct encounter selected, as favourites saved on an outpatient encounter will only be available on an outpatient encounter going forward, the same for inpatient favourites.
2	Click on Requests/Care Plans in the left hand menu. Click on the Add button and search for your desired order. Click on the order (it will turn blue) and click Done. XR Hip Both XR Hip Lt XR Hip Rt XR BMD Hip Both XR BMD Hip Lt
3	In the Orders for Signature window that appears next, click on the order and complete any order sentences that are routinely completed with the same information, such as bleep number etc.
4	Right click on the order itself and select 'Add to favourites'.
	הוברו בווכא סוד נווב טרעבו ונזבון מווע זבובנר אעע נט ומיטעוונבא.





	Orders for Simultan		
	Orders for Signature 응 ⑦ 명 ♡ Order Name	Status Start Det	
		2464 Admit: 23/Nov/2017 08:46 GMT	
	△ Diagnostic Tests		
	🔲 💼 🛛 XR Hip Lt	Order 22/Dec/2017 11:20 Urg	
		Remove	
		Ordering Clinician	
	✓ Details for XR Hip	Add/Modify Adherence	
	😭 Details 🕕 Order Comm	Reference Information	
	+ = h. I ≥ L	Add to Favourites	
		Disable Order Information Hyperlink	
	If you want to set up folders button, or add to an existing	of favourites, in the add favourite window click or g folder.	n the New Folder
	P Add Favourite		
	PowerChart will add the	currently selected orders to your Favourites.	
	Name: XR Hip Lt		
	Create in: 🖃 🛗 Favourites		New Folder
	Ankle fusion		
	Assessment	S	
	Diet & Nutri	ition	
	Lines, Drain		
	Meds		
	Post-op joir		
	therapy refs		
	Click OK when folder is selec	cted.	
USING FA		ORDERS AND WORKFLOW PAGES	(NEW ORDER
5		ment available in quick orders and workflow pages	(Clinician Workflow
	and AHP workflow) has your		
		New Order Entry	≣∗⊗
	My Favourites will show	Inpatient Discharge Meds as Rx	
	your folders – click in to	1	
	view orders and click on	Q Search New Order	
	the order button to place	My Favourites Public S	hared
	the order.	Favourites	
		Ankle fusion prep	
		Assessments	
		Chest Chest	
		Diet & Nutrition	
		📁 Lines, Drains & Tubes	
		🧭 Meds	
		Wy Plan Favourites	
		Post-op joint xrays	
		i therapy refs	
		Referral to Inpatient Occupational Therapy Specialty: T&O, Reason for Referral: padls	Order
		Referral to Inpatient Physiotherapy	Order



	NHS For
<b>Public</b> will show the public favourite folders such as 'nursing' and 'patier ordered tests.	nt status' for commonly
New Order Entry	≡- ⊘
	- 0
Inpatient Discharge Meds as Rx	
Q Search New Order	
My Favourites Public Shared	
Favourites	
Inpatient Specialist Team	
Patient Status	
Vursing	
Diagnostic Imaging (Radiology)	
EPARS - Escalation Plan and Resuscitation Status	Order
VTE Prophylaxis	
	Order
Shared will allow you to search for another user and use their favourites	
New Order Entry	! =• 🔊
New Order Entry	
New Order Entry       Impatient         Discharge Meds as Rx         Q       Search New Order	
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Discharge Meds as Rx         Impatient       Search New Order         My Favourites       Public	
New Order Entry       Impatient       Discharge Meds as Rx         Inpatient       Discharge Meds as Rx         Impatient       Discharge Meds as Rx	
New Order Entry       Impatient         Inpatient       Discharge Meds as Rx         Impatient	
New Order Entry       Inpatient         Inpatient       Discharge Meds as Rx         Q       Search New Order         My Favourites       Public         Shared         Q       coe.ian         Coe , Ian         Favourites	
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Discharge Meds as Rx         Search New Order       My Favourites         My Favourites       Public       Shared         Coe, Ian       Favourites         Favourites       Ian	
New Order Entry       Inpatient         Inpatient       Discharge Meds as Rx         Q       Search New Order         My Favourites       Public         Shared         Q       coe, ian         Coe , Ian         Favourites	
New Order Entry       Image: Search New Order         Image: Search New Order       My Favourites         My Favourites       Public         Shared       Coe, ian         Favourites       Favourites         Image: Search New Order       Image: Shared         Image: Search New Order       Image: Search New Order         Image: Search New Order       Image: Search N	
New Order Entry   Inpatient   Discharge Meds as Rx   Search New Order   My Favourites   Q coe.ian   Favourites   Ian   My Plan Favourites	
New Order Entry   Inpatient   Discharge Meds as Rx   Search New Order   My Favourites   Q coe.ian   Coe , Ian   Favourites   Ian   My Plan Favourites   Adding a folder as a standalone component	
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Discharge Meds as Rx         Search New Order       My Favourites         My Favourites       Public       Shared         Coe, Ian       Favourites         Favourites       Inn         My Plan Favourites       My Plan Favourites         Adding a folder as a standalone component       It is possible to set up a new component in quick orders with your own	
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Discharge Meds as Rx         Search New Order       My Favourites         Oce, ian       Shared         Coe, Jan       Favourites         Favourites       Ian         My Plan Favourites       My Plan Favourites         It is possible to set up a new component in quick orders with your own order favourites – particularly useful if you have a number of favourite	
New Order Entry     Inpatient     Discharge Meds as Rx     Search New Order     My Favourites     Coe, Ian     Favourites     Inn     My Plan Favourites     My Plan Favourites     My Plan Favourites     Adding a folder as a standalone component   It is possible to set up a new component in quick orders with your own	
New Order Entry       Inpatient       Discharge Meds as Rx         Inpatient       Discharge Meds as Rx         Search New Order       My Favourites         My Favourites       Public       Shared         Coe, Ian       Favourites       Ian         Tan       My Plan Favourites       Adding a folder as a standalone component         It is possible to set up a new component in quick orders with your own order favourites – particularly useful if you have a number of favourite	E · ► View Layout ► Drag and Drop
New Order Entry       Inpatient       Discharge Meds as Rx         Inpatient       Discharge Meds as Rx         Search New Order       My Favourites         My Favourites       Public       Shared         Coe, Ian       Favourites       Ian         Tan       My Plan Favourites       Adding a folder as a standalone component         It is possible to set up a new component in quick orders with your own order favourites – particularly useful if you have a number of favourite	Er O View Layout > Drag and Drop Expand All
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Public       Shared         Impatient       Oce, ian       Shared         Impatient       Impatient       Shared         Impatient       Impat	Er O View Layout Drag and Drop Expand All Components
New Order Entry       Impatient       Discharge Meds as Rx         Impatient       Public       Shared         Impatient       Oce, ian       Shared         Impatient       Impatient       Shared         Impatient       Impat	Er O View Layout > Drag and Drop Expand All

CARE





	Add Personal Favourite Folder
	Select a personal favourite folder to display as a new component on this view. The view can display up to 15 personal favourite folders.
	Inpatient ~
	Favourites       Assessments     Select
	Post-op joint xrays
	Ankle fusion prep
	Meds Select
	Cancel
	The new component will be displayed at the bottom of the page and you can click on the order and
	use the usual quick order workflow using the in-tray icon at the top of the page.
	Post-op joint xrays 🔤 🔹 🗞
	XR Hip Lt Urgent, Post-op Left THR, 111
	XR Knee Lt Routine, Post op Left TKR, On bed, post-op, 000
	USING FAVOURITES IN REQUESTS/CARE PLANS
6	<b>Favourite's folder:</b> when in the search window in the Requests function, instead of searching for your order, click on the Star icon for your favourite's folder and click on your desired order or folder.
	Search:
	🖚 🚺 🚖 🔺 🗀 Folder: Favourites
	XR Hip Lt Urgent, Post-op Left THR, 111
	XR Knee Lt Routine, Post op Left TKR, On bed, post-op, 000
	Pre-completed order sentences will display the information in grey text.
	Continue to order as before.