



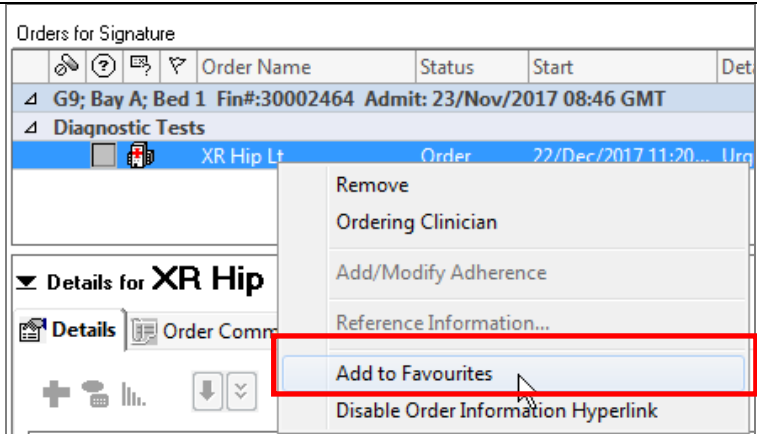
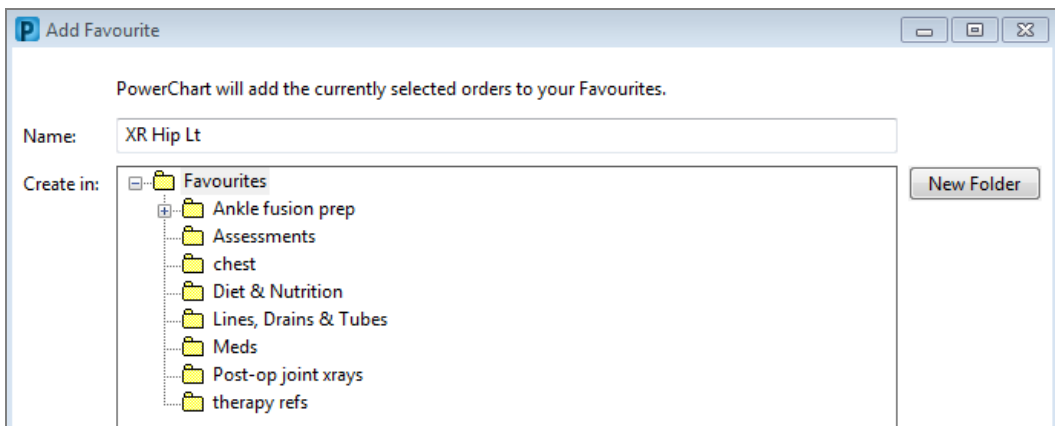


## SETTING UP & USING FAVOURITE FOLDERS

1	<p>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.</p>																										
2	<p>Click on Requests/Care Plans in the left hand menu.</p> <p>Click on the  button and search for your desired order.</p> <p>Click on the order (it will turn blue) and click Done.</p> <div data-bbox="354 712 603 902" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>XR Hip Both <b>XR Hip Lt</b> XR Hip Rt XR BMD Hip Both XR BMD Hip Lt</p> </div>																										
3	<p>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.</p> <div data-bbox="354 1128 1453 1659" style="border: 1px solid black; padding: 5px;"> <p>Orders for Signature</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Order Name</th> <th>Status</th> <th>Start</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td colspan="4">G9; Bay A; Bed 1 Fin#:30002464 Admit: 23/Nov/2017 08:46 GMT</td> </tr> <tr> <td colspan="4">Diagnostic Tests</td> </tr> <tr style="background-color: #e0f0ff;"> <td> XR Hip Lt</td> <td>Order</td> <td>22/Dec/2017 11:20...</td> <td>Urgent, Post-op Left THR, 111</td> </tr> </tbody> </table> <p><b>Details for XR Hip Lt</b></p> <p> <input type="checkbox"/> Details               <input type="checkbox"/> Order Comments               <input type="checkbox"/> Diagnoses         </p> <p> <input type="button" value="+"/>               <input type="button" value="Print"/>               <input type="button" value="List"/>               <input type="button" value="Down"/>               <input type="button" value="Up"/> </p> <table style="width: 100%;"> <tr> <td>*When is exam required: <input type="text" value="Urgent"/></td> <td>Or, follow up in: <input type="text"/></td> </tr> <tr> <td>*Reason for Investigation: <input type="text" value="Post-op Left THR"/></td> <td>Patient Mobility Issue: <input type="text"/></td> </tr> <tr> <td>Portable exam: <input type="radio"/> Yes <input type="radio"/> No</td> <td>*Bleep/Telephone Number: <input type="text" value="111"/></td> </tr> <tr> <td>*Exam to be performed as: <input type="text" value="Inpatient"/></td> <td>*Isolation Precautions: <input type="text" value="None"/></td> </tr> <tr> <td>Pregnant: <input type="text"/></td> <td>Investigation Category: <input type="text" value="NHS"/></td> </tr> </table> </div>	Order Name	Status	Start	Details	G9; Bay A; Bed 1 Fin#:30002464 Admit: 23/Nov/2017 08:46 GMT				Diagnostic Tests				 XR Hip Lt	Order	22/Dec/2017 11:20...	Urgent, Post-op Left THR, 111	*When is exam required: <input type="text" value="Urgent"/>	Or, follow up in: <input type="text"/>	*Reason for Investigation: <input type="text" value="Post-op Left THR"/>	Patient Mobility Issue: <input type="text"/>	Portable exam: <input type="radio"/> Yes <input type="radio"/> No	*Bleep/Telephone Number: <input type="text" value="111"/>	*Exam to be performed as: <input type="text" value="Inpatient"/>	*Isolation Precautions: <input type="text" value="None"/>	Pregnant: <input type="text"/>	Investigation Category: <input type="text" value="NHS"/>
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4	<p>Right click on the order itself and select 'Add to favourites'.</p>																										



If you want to set up folders of favourites, in the add favourite window click on the New Folder button, or add to an existing folder.



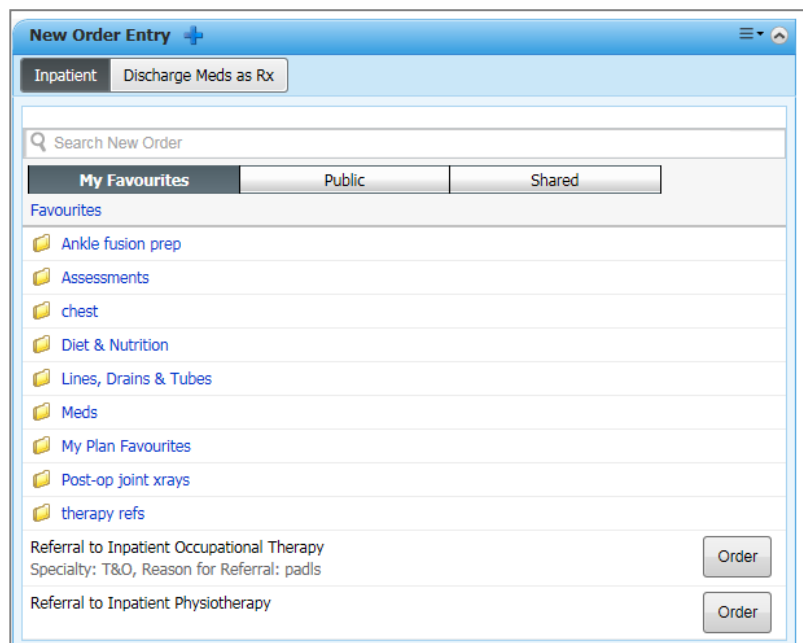
Click OK when folder is selected.

## USING FAVOURITES IN QUICK ORDERS AND WORKFLOW PAGES (NEW ORDER ENTRY COMPONENT):

5

The **new order entry** component available in quick orders and workflow pages (Clinician Workflow and AHP workflow) has your favourites available.

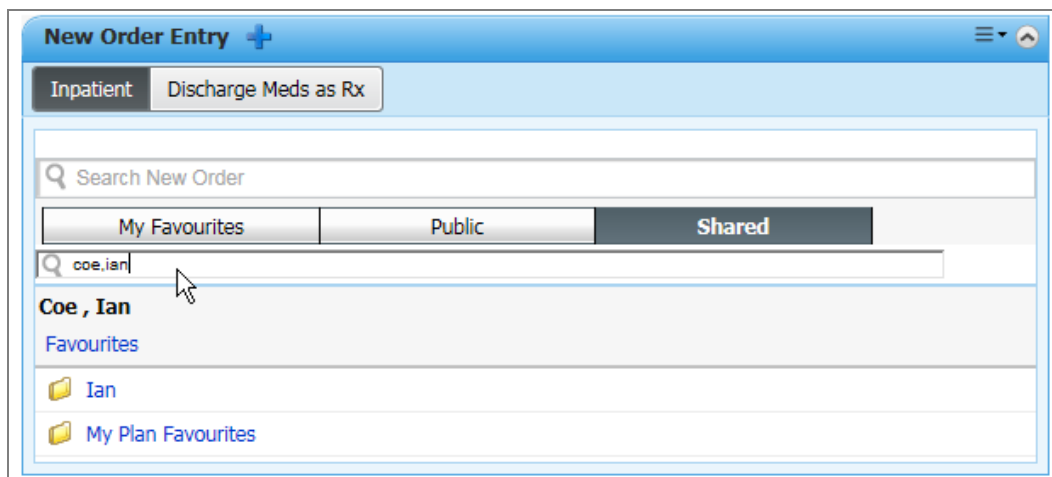
**My Favourites** will show your folders – click in to view orders and click on the order button to place the order.



**Public** will show the public favourite folders such as 'nursing' and 'patient status' for commonly ordered tests.



Shared will allow you to search for another user and use their favourites!

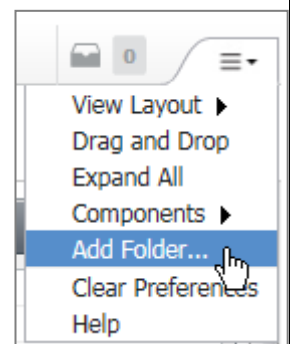


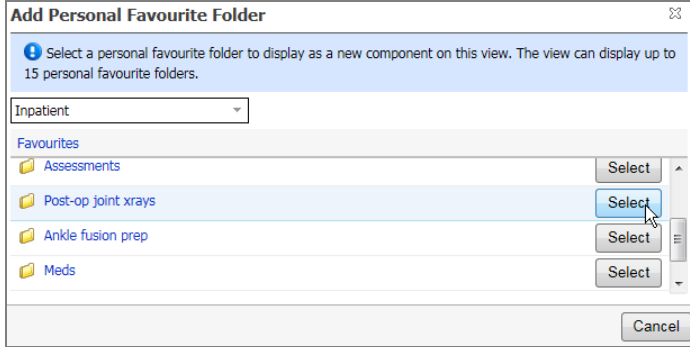
**Adding a folder as a standalone component**

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 orders set up into folders (e.g. medications, x-rays, bloods etc.).

In the quick orders page menu click on 'add folder'.

Choose your folder from the list and click Select.





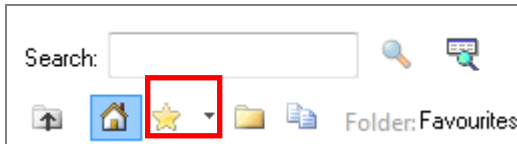
The new component will be displayed at the bottom of the page and you can click on the order and use the usual quick order workflow using the in-tray icon at the top of the page.



## USING FAVOURITES IN REQUESTS/CARE PLANS

6

**Favourite's folder:** 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.



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.