

SAVING ORDERS/POWERPLANS AS FAVOURITES

HOSPITAL INFORMATION SYSTEM (HIS)

PRESCRIBERS

Note: In order to Save Favorites for an Inpatient, you will need to be in an Inpatient Encounter, and in order to Save Favorites for an Outpatient, you will need to be an Outpatient Encounter.

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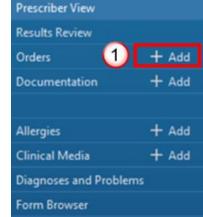
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Setting Up Favourites

A **Favorites** folder for ordering allows you to put together a portfolio of your commonly ordered items. This **Favorites** folder can also be added to the Quick Orders workflow tab to personalize your preferences.

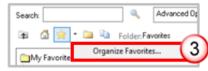
1. Click the **+ Add** button beside Orders on the dark blue Table of Contents menu.

NOTE: <u>Before proceeding to the next step</u>, select the appropriate Order Catalogue Type. The chosen Order Catalogue Type will impact what encounter the folder will be available on and the types of orders that can be added to it.



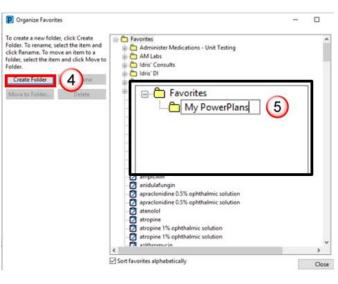


- 2. Click the drop-down arrow next to the **star** within the **Add Orders** dialogue window.
- 3. Select Organize Favorites.



- 4. Click Create Folder
- 5. Type the name of your new Favorites Folder and press **Enter** on your keyboard.
- To create another folder, make sure to select the folder where you want the new folder. The root here is Favorites. Click Create Folder to add more.
- 7. Click Close when done.

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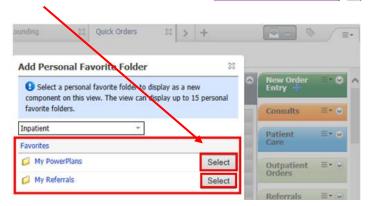
Add Your Favourites Folder to the Quick Orders Tab

REMEMBER: You must first **Create a Favorites Folder**. Only the orders that you add to your favourites folder will be displayed in the folder.

A **Favorites** folder can also be added to the **Quick Orders** workflow tab to further personalize your preferences.

The **Add Personal Favorite Folder** window opens. Any personal folder(s) you created on the Orders page displays in the **Add Personal Favourite Folder** window.

- 2. Find the folder you wish to add and click Select.
- 3. Click the **Refresh** button .
- 4. Your **Favorite Folders** appear on your Quick Orders page.



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View Layout 🕨

Drag and Drop Expand All

Components >

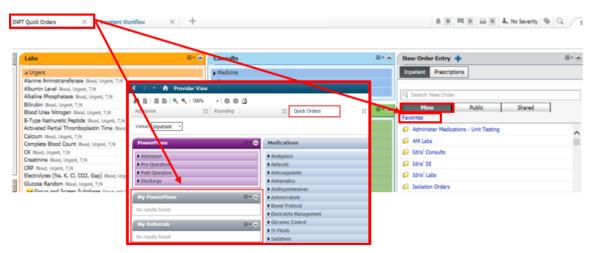
Clear Preferences

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Add Folder..

Help

NOTE: This will add your folder to the Quick Orders tabs, and you will be able to access its contents within the workflow tabs page.



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SAVING ORDERS/POWERPLANS AS FAVOURITES HOSPITAL INFORMATION SYSTEM (HIS)

Add Orders to Your Favourites Folder

A **Favorites** folder for ordering allows you to put together a portfolio of your commonly ordered items. You must first have created a **Favorites** Folder. This **Favorites** folder can also be added to the workflow tab under the provider view in the Quick Orders tab to further personalize the Quick Orders workflow tab to your preferences.

Add Orders to Your Favourites Folder

1. Click the Add button beside Orders on the Menu.

Menu		Ф
Provider View		
Results Review		
Orders	🕈 Add	
Medication List	🕈 Add	
Documentation	🕈 Add	

2. In the Search Bar, type the name of the order or medication you would like to add and press Enter on your keyboard.



3. In the Search results, right-click the order that you would like to add and select Add to Favorites.

ibuprofen					
ibuprofen 5 ma/ka. PO. a6h. PRN. other (see comment), drug form: oral liq, dispense qty: 1 bottle					
ibupro			it), drug form: tab, dispense qty: 1 bottle		
ibupro		Show Therapeutic Alternatives	nt), drug form: oral liq, dispense qty: 1 bottle		
ibupro			it), drug form: tab, dispense qty: 1 bottle		
ibupro		Reference Information	nt), drug form: oral liq, dispense qty: 1 bottle		

- Select the folder you wish to add the order to in the Add Favorites window.
- 5. Click **OK**.

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SAVING ORDERS/POWERPLANS AS FAVOURITES

HOSPITAL INFORMATION SYSTEM (HIS)

Add Medications with user-defined details to your Favorites folder

Duration:

Drug Form: tab

*Start Date/Time: 07-Mar-2018 11:20 PST

1 Missing Required Details Orders For Cosignature Orders For Nurse Review

Use Patient Supply: 🔿 Yes 🛛 No

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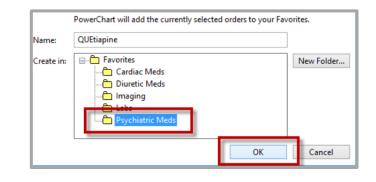
Shaver

 While in the Add Order screen in the Search field, type quetiapine.

OPERATION

- You will see there is no pre-built sentence for Queiapine 37.5 mg, PO,qHS, PRN insomnia.
- Select the generic sentence quetiapine (mg, PO,aHS, PRN insomnia, drug form: tab) with no dosage.
- Click the **Done** button at the bottom right-hand corner.
- In the Order tab, ensure the medication is selected. The Details tab for the Quetiapine order will appear at the bottom of the screen.
- In the required *Dose: field, type 37.5
- To save this medication as a favorite, right-click on the medication and select Add -To Favorites.
- CSTPRODMED, CHLOE Add Order P CSTPRODMED, ... DOB:29-S... MRN:700... Code Status: Location:LGH 2E; 2... Age:37 ye...Enc:70000. Enc Type:Inpatient Allergies: Latex Gender:F... PHN:9878...Dosing Wt:60 kg Isolation Attending:Plisvcb, Stu... Advanced Options 🗸 Type: 🚮 Inpatient quetiapine Search: ¥ QUEtiapine All v 1 QUEtiapine (mg, PO, once, drug form: tab) QUEtiapine (mg, PO, q4h, PRN agitation, drug form: tab) Car Diu QUEtiapine (mg, PO, q4h, PRN delirium, drug form: tab) 💼 lı QUEtiapine (mg, PO, qHS, PRN insomnia, drug form: tab) 向 L QUEtiapine (12.5 mg, PO, BID, drug form: tab) QUEtiapine (12.5 mg, PO, qHS, drug form: tab) < QUEtiapine (12.5 mg, PO, qHS, PRN insomnia, drug form: tab) RODMED, CHLOE - 700001748 Done QUEtiapine (25 mg, PO, BID, drug form: tab) QUEtiapine (25 mg, PO, qHS, drug form: tab) QUEtiapine (25 mg, PO, qHS, PRN insomnia, drug form: tab) QUEtiapine (50 mg, PO, BID, drug form: tab) QUEtiapine (75 mg, PO, qHS, drug form: tab) "Enter" to Search - 🔒 Orders Remove 🕂 Add | 🥼 Document Medication by Hx | Reconciliation 🛛 🚴 Check Interactions | 🛅 Ordering Physician... Orders Medication List Document In Plan Drders for Signature Add/Modify Compliance △ LGH 2E; 204; 01 Enc:7000000202039 Admit: 23-Feb-2018 15:45 PST Reference Information... Details for GUEtiapin 🗙 Details 📗 Order Comments Print 1 × 🕂 😪 h. Add To Favorites.. *Dose: 37.5 erlink PRN: 💽 Yes

In the Add Favorite screen, select an existing folder and click OK.
The newly favourited medication will now be available in the folder.



Administer over Unit:

Duration Unit:

Stop Date/Time:

er Protocol Code

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PST

Sign

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SAVING ORDERS/POWERPLANS AS FAVOURITES

HOSPITAL INFORMATION SYSTEM (HIS)

ONC (Inpatient) Post High Dose Methotrexate (Planned Pending)

Add Orders to Your Favourites Folder

When creating a favourite plan, you can pre-select or deselect orders and add additional orders not included in the PowerPlan.

Reasons to consider creating a PowerPlan favourite:

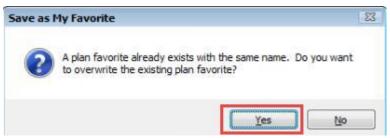
- Repetitive orders
- Common Procedures
- Common Diagnoses
- Common Reasons for Admission

Follow the saving a process as adding **Add Orders to Your Favourites Folder** above **or** click **Save as My Favorite** button located below the PowerPlan. **NOTE:** If the PowerPlan button is *dithered* or greyed out, it cannot be saved as a Favourite.

Modify PowerPlan Favourite

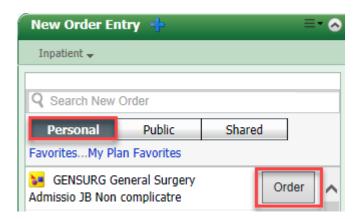
PowerPlan favorites can be edited at any time.

- 1. Click the Quick Orders tab.
- 2. Click Personal.
- 3. Click the **My Plan Favorites** folder button.
- 4. Click **Order** next to the PowerPlan you wish to modify.
- 5. The PowerPlan opens.
- 6. In the open PowerPlan, make necessary edits.
- 7. Click **OK**. The **Save as My Favourite** window displays.
- 8. Click **Yes** to save your modified favourite PowerPlan.



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	dmission/	Transfer/Discharge
		The intent of this PowerPlan is for admission post hig
	Q 📝	Code Status (Goals of Care)
4 D	iet	
		Standard Diet
		Diabetic Diet
2	8	Cardiac Diet
		Renal Diet
	90	DIET SUBPHASE
A A	ctivity	
		Activity as Tolerated
AV	ital Signs/N	Monitoring
2		Weight
4		Height/Length
2		Vital Signs
7		Capillary Blood Glucose Monitoring
	/ Solutions	/Infusions
4 IV		sodium bicarbonate 0.13 mmol/L (150 mmol in D5W





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