



# SAVING ORDERS/POWERPLANS AS FAVOURITES

## HOSPITAL INFORMATION SYSTEM (HIS)

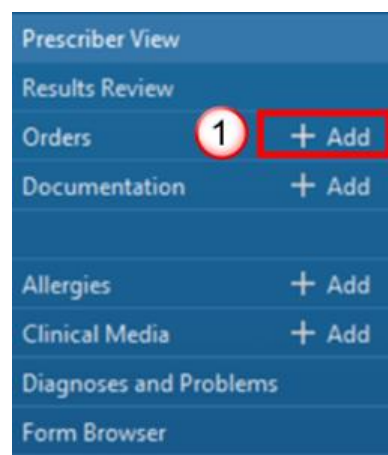
### PRESCRIBERS

**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.**

### 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.

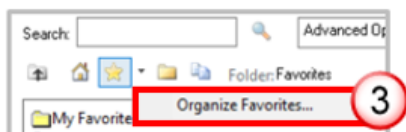
1. Click the **+ Add** button beside Orders on the dark blue Table of Contents menu.



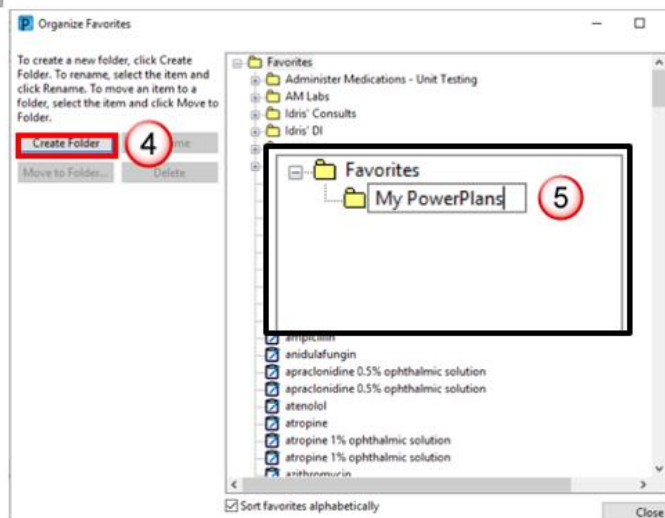
**NOTE: Before proceeding to the next step,** select the appropriate **Order Catalogue Type**. The chosen **Order Catalogue Type** will impact what encounter the folder will be available on and the types of orders that can be added to it.



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.
6. 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.

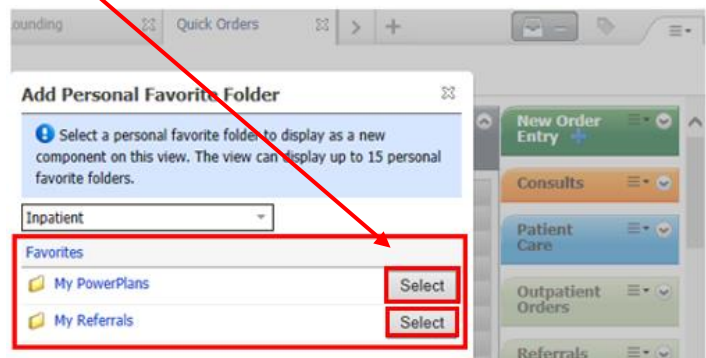
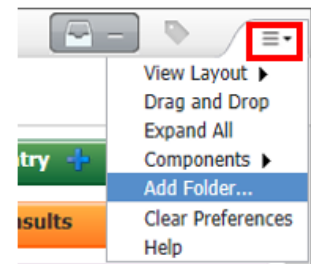


### Add Your Favourites Folder to the Quick Orders Tab

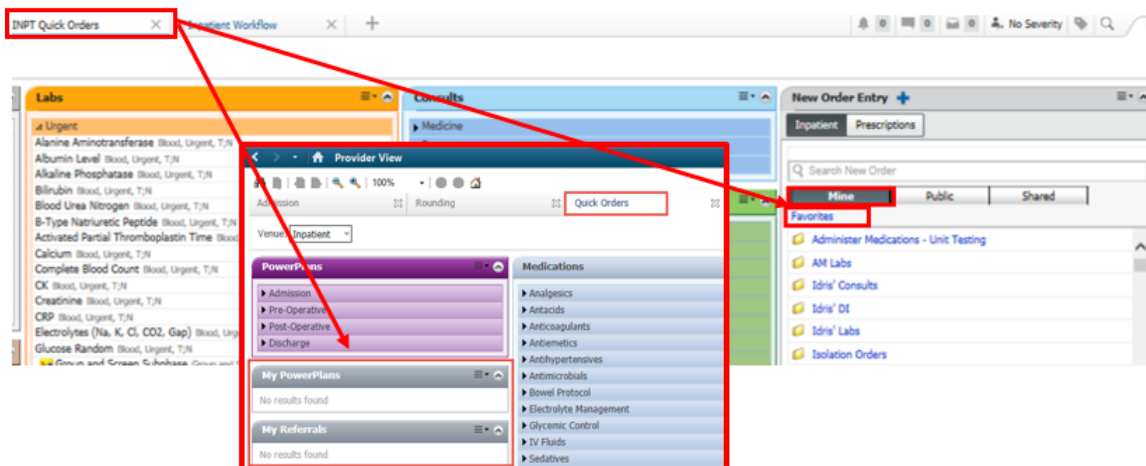
**REMEMBER:** You must **first Create a Favorites Folder**. Only the orders that you add to your favourites folder will be displayed in the folder.

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

1. Navigate to **Quick Orders** tab. In the top right corner, click on the 3 bars with drop-down  and choose **Add Folder**.  
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.



**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.

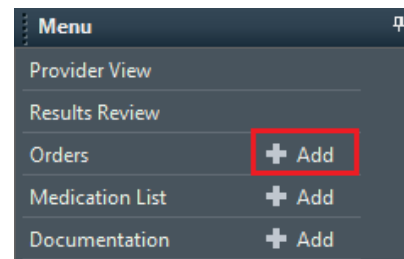


### Add Orders to Your Favourites Folder

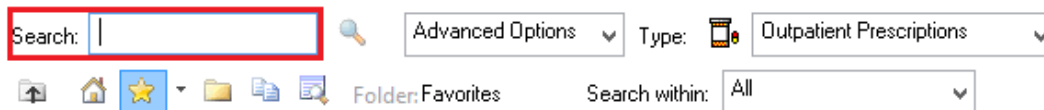
A **Favorites** folder for ordering allows you to put together a portfolio of your commonly ordered items. You must first have created a **Favorites** Folder. This **Favorites** folder can also be added to the workflow tab under the provider view in the Quick Orders tab to further personalize the Quick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

### Add Orders to Your Favourites Folder

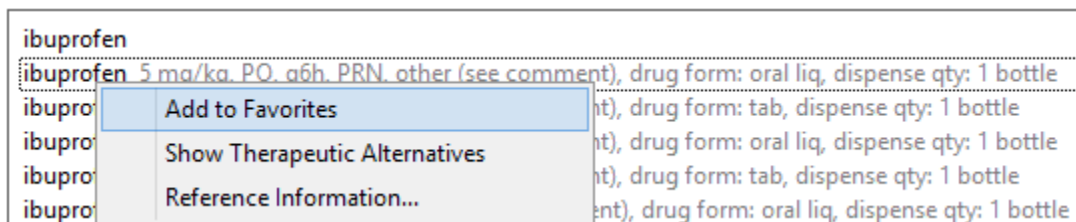
1. Click the **Add** button beside **Orders** on the **Menu**.



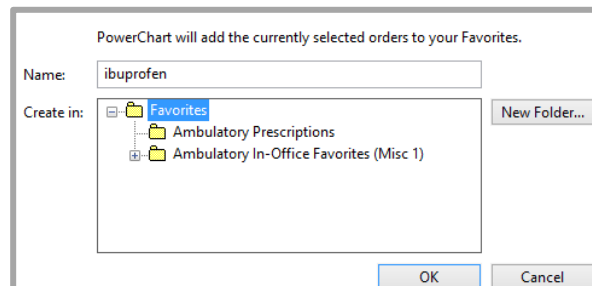
2. In the Search Bar, type the name of the order or medication you would like to add and press Enter on your keyboard.



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

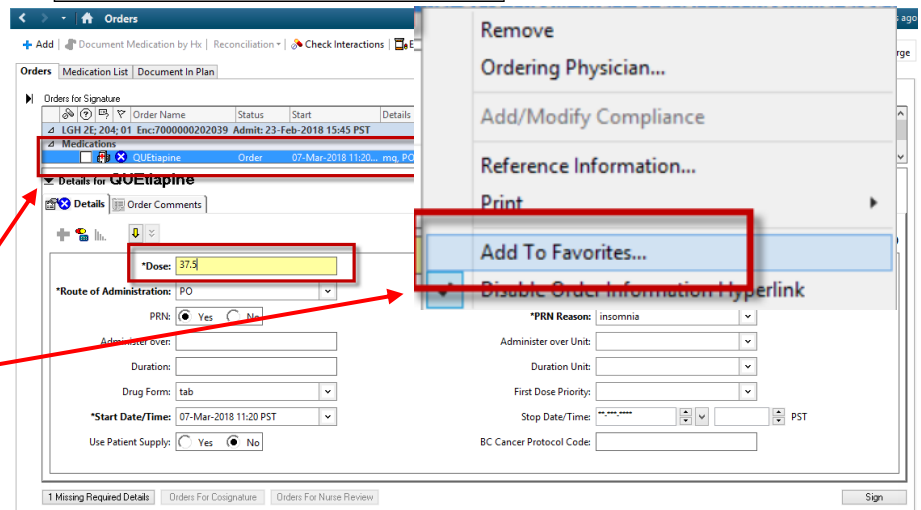
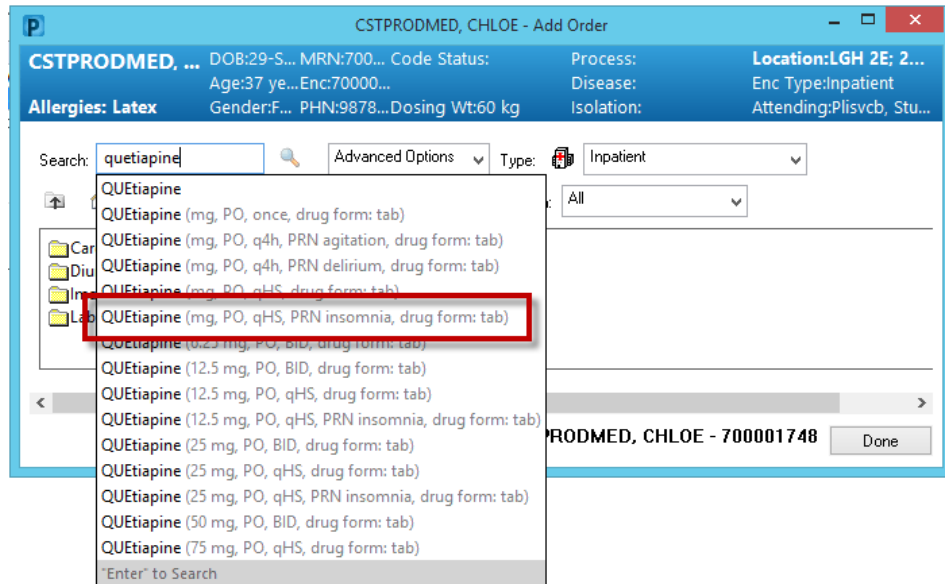


4. Select the folder you wish to add the order to in the **Add Favorites** window.
5. Click **OK**.

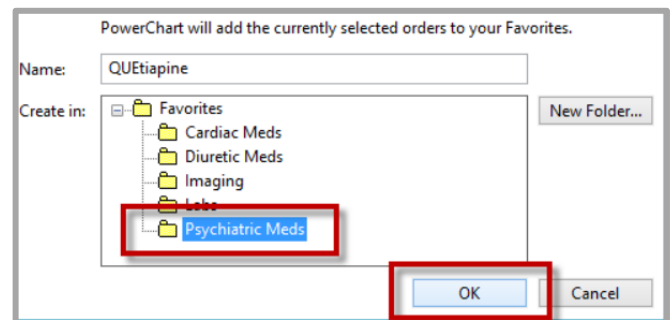


### Add Medications with user-defined details to your Favorites folder

1. While in the **Add Order** screen in the **Search** field, type *quetiapine*.
2. You will see there is no pre-built sentence for Quetiapine 37.5 mg, PO,qHS, PRN insomnia.
3. Select the generic sentence quetiapine (mg, PO,aHS, PRN insomnia, drug form: tab) with no dosage.
4. Click the **Done** button at the bottom right-hand corner.
5. In the **Order** tab, ensure the medication is selected. The **Details** tab for the Quetiapine order will appear at the bottom of the screen.
6. In the required **\*Dose:** field, type 37.5
7. To save this medication as a favorite, right-click on the medication and select **Add To Favorites**.



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





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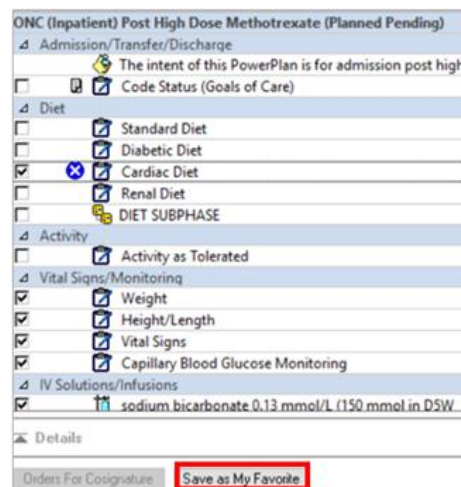
### Add Orders to Your Favourites Folder

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.

