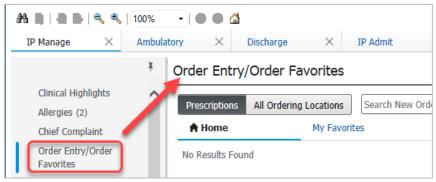


If you are frequently placing orders, saving these orders as your favorite is beneficial and efficient.

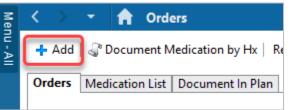
## **Creating Favorite Order Folders**

Create a Favorites folder to organize your commonly placed orders.

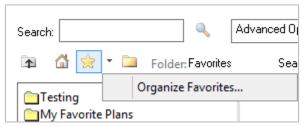
- 1. Open a patient chart.
- 2. Click on the **Order Entry/Order Favorites** component in the Workflow Summary and click on the **Order Entry/Order Favorites** header.



3. Click Add.



4. Click the dropdown arrow to the right of the Favorites star and select **Organize Favorites**.



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#### 5. Click Create Folder.

P	Org	anize Favorites		
To create a new fold Folder. To rename, s click Rename. To me folder, select the iter Folder.	elect the item and ove an item to a	Favorites		
Create Folder	Rename			
Move to Folder	Delete			
		Sort favorites alphabetical	CI	ose

#### 6. Enter the name of the folder.

**Note:** When creating a new folder, click the main **Favorites** folder before clicking the **Create Folder** button. If you click **Create Folder** with the new folder highlighted, you will create a subfolder.

P Organi	ize Favorites	_ <b>D</b> X
To create a new folder, click Create Folder. To rename, select the item and click Rename. To move an item to a folder, select the item and click Move to Folder. Create Folder Rename Move to Folder Delete	Favorites	<b>1</b>
	Sort favorites alpha	Close

**Note:** You can organize/name your folder in any manner you choose. In the above example, Favorites are organized by category (i.e. Labs, Imaging, etc.) and by ailment (i.e. Asthma).

7. Click **Close**, then click **Done**.



## How to Copy a System Favorite from Another User

- 1. Click on the **Order Entry/Order Favorites** component in the Workflow Summary. **Note:** You may need to click the **All Ordering Locations** button.
- 2. Click Shared.
- 3. Search by last name, first name for the user's Favorites you want to copy.
- 4. Click the star next to the order you wish to favorite. **Note:** Orders will replicate if selected twice.
- 5. Select the folder where the Favorites will be added.
- Note: To create folders, refer to <u>Creating Favorite Order Folders</u> above.
- 6. Click Add.

C	Order Entry/Order Favorites				+ 9
	All Ordering Locations Prescriptions Search Ne	w Order Results		٩	
	Home My Favorites	Public Shared	_		
	Provider, Example Showing favorites for: Provider, Example	X Q			
	Favorites / Imaging				
	US Spleen Future Visit Order, Routine, Lab Work: No	Extremity Lower Right Leg > 12 mo 2 v Routine, Future Visit Order, Reason: Trauma,		coliosis 2-3 view Future Visit Order	☆
	Outpatient Echocardiogram Future Visit Order	< Favorites		)liosis 2-3 view Reason: Scoliosis	☆
	Sinus 1-2 view Routine, Future Visit Order	Labs Imaging Asthma	>	d, Hip Bil Infant w/Manipulation sit Order, Routine, Reason: Specify other or Exam, and Breech birth, Lab Work: No	-
	Chest-any 2 Views Routine, Future Visit Order	6 Add	Cancel	-	

#### Viewing Your Favorites

Click the All Ordering Locations button and click My Favorites to view your folders, subfolders, and favorited orders.

Order Entry/Order Favorites +				
All Ordering Locations	Prescriptions Search New Order Results			Q
A Home	My Favorites	Public	Shared	
Favorites				
My Plan Favorites				
Labs				
Imaging				
Asthma				
Page 1 of 1				First      Previous     Next >     Last

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# **Powerplan Favorites**

## How to Copy a Customized Favorite from Another User

- 1. Click on the **Order Entry/Order Favorites** component in the Workflow Summary. **Note:** You may need to click the **All Ordering Locations** button.
- 2. Click Shared.
- 3. Search by last name, first name for the user's *Customized Favorites* you want to copy from their **My Plan Favorites** folder.

Note: Customized powerplans will not be indicated by a star.

- 4. Click the power plan you would like to copy.
- 5. Select the **Orders for Signature** icon **I** located in the top right corner.
- 6. Select **Modify Details**.
- 7. Review the Powerplan and modify further, if desired.
- 8. Select Save as My Favorite.
- 9. It is recommended to rename the Powerplan to reflect your changes.

P	Save as My Favorite
Plan Favorite	Name:
Cardiology F	loor Admission (modified Activity)
	OK Cancel

10. Customized powerplans are saved in the **My Plan Favorites** folder.

## Viewing Customized Favorites (or Customized Favorites Borrowed from Another User)

- 1. Click the **All Ordering Locations** button and click **My Favorites** to viewyour folders.
- 2. Select the **My Plan Favorites** folder.

Order Entry/Order	Favorites				+ 0
All Ordering Locations	Prescriptions	Search New Order Results Q			
A Home	My Favor	ites	Public Shared		
Favorites					
My Plan Favorites					
Labs					
Imaging					
Asthma					
Page 1 of 1     First     < Previous     Next >     Last					
Favorites / My Plan Favorites					
Cardiology Floor Admission (modified Activity)					
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