

If you are frequently placing orders, saving an order as a favorite is beneficial and efficient. Begin by creating favorite folders. As you favorite orders, you will save to these folders.

Create a Favorite Order Folder

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	_		x
To create a new fold Folder. To rename, s click Rename. To mo folder, select the iter Folder.	er, click Create elect the item and we an item to a n and click Move to	Favorites			
Create Folder	Rename				
Move to Folder	Delete				*
		Sort favorites alphabetical		Close	

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 Organ	Organize Favorites				
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.	Favorites Labs Imaging Asthma				
Create Folder Rename		1			
Move to Folder Delete		4	₽		
	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). Use the blue arrows to reorder folders.

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



Add an Order as a Favorite

Any order can be saved as a favorite.

- 1. Search for the order you want to save as a favorite.
- 2. Click the star next to the order you wish to favorite. **Note:** Orders will replicate if selected twice.
- 3. Select the folder where the favorites will be added. **Note:** To create folders, refer to <u>Create a Favorite Order Folder</u> above.
- 4. Click Add.

Order Entry/Ord	der Favorites			
Prescriptions All	Ordering Locations			
🔒 Home	My Favorites	Public	Shared	Search R
Top 19 Matches	6			
CBC with Dif	ff and Platelets	Carcinoem	nbryonic Antigen (CEA), Blood 🖞	r
CBC with Dir ASAP	ff and Platelets	Add this favorite to	:	×
CBC with Dif	ff and Platelets	K Favorites		
Future Visit (Drder	Labs		>
CBC with Dir In AM	ff and Platelets		4 Add	Cancel



Copy an Order 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>Create a Favorite Order Folder</u> above.
- 6. Click Add.

Order Entry/Order Fav	vorites						4	- 6
All Ordering Locations Pres	scriptions Search Ne	w Order Results	0				Q	
A Home	My Favorites	Public	6	Shared				
Provider, Example			$\times $ Q					
Showing favorites for: Provide	er, Example							
Favorites / Imaging								
US Spleen Future Visit Order, Routine, L	Lab Work: No	Extremity Lowe Routine, Future Special Inst: Lik Add this favorite to	r Right Leg > Visit Order, F oby Lasided liv	12 mo 2 v Reason: Trauma,	☆	Spine Sc Routine,	oliosis 2-3 view Future Visit Order	☆
Outpatient Echocardiogram Future Visit Order		K Favorites					oliosis 2-3 view Reason: Scoliosis	☆
		Labs				>		
Sinus 1-2 view Routine Future Visit Order		Imaging	5			>	ld, Hip Bil Infant w/Manipulation sit Order, Routine, Reason: Specify other	☆
		Asthma	_			>	or Exam, and Breech birth, Lab Work: No	
Chest-any 2 Views Routine, Future Visit Order				6	Add	Cancel	1	

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		٩	
A Home	My Favorites	Public	Shared		
Favorites	-				
My Plan Favorites					
Labs					
Imaging					
Asthma					
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Powerplan Favorites

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	X
Plan Favorite	Name:	_
Cardiology Fl	loor Admission (modified Activity)	Τ
	OK Cance	ł

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

View 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	r Favorites			+
All Ordering Locations	tions Prescriptions Search New Order Results C			Q
A Home	My Favorites	Public	Shared	
Favorites				
My Plan Favorites				
Labs				
Imaging				
🖿 Asthma				
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Favorites / My Plan Favo	prites			
🞦 Cardiology Floor Adm	ission (modified Activity)			
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