

Orders - Favourites – Requests/Care Plans

Scenario

Adding, customising, and sharing favourites when using orders via Requests/Care Plans in PowerChart

Instruction

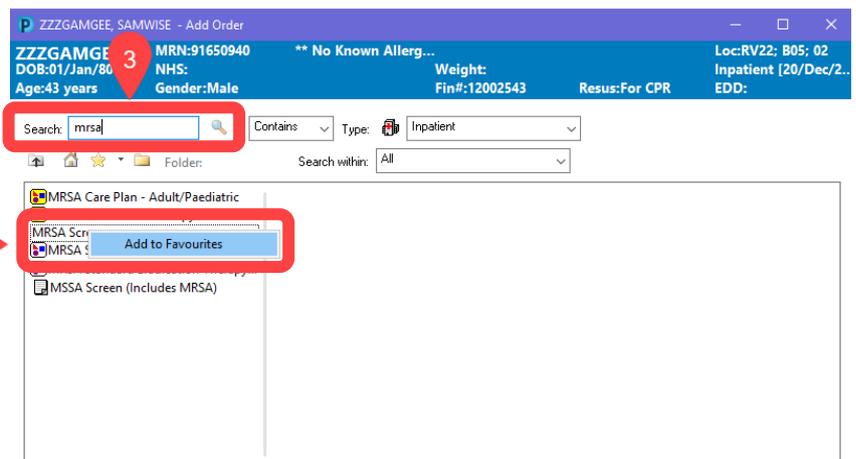
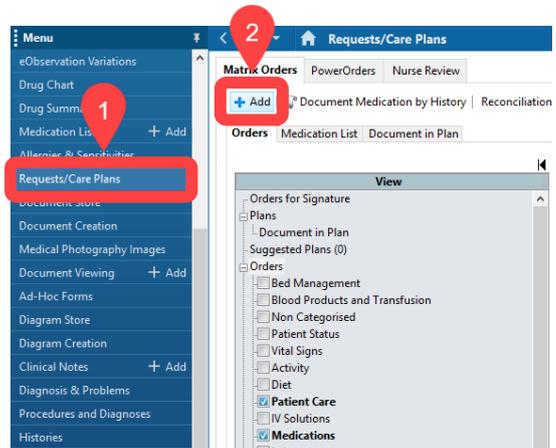


Favourites are specific to the type of patient encounter they are set against.

You will have one list for Inpatients and one list for Outpatients. If you work with both, please set up your favourites using an Inpatient record and then using an Outpatient record (or vice versa).

Adding Favourites

1. Open **PowerChart**, open the patient record and select **Requests/Care Plans** from the main menu (blue bar, lefthand side)
2. Click on **Add**. The Orders box will open.
3. Use the “**Search**” field to search for the medication, test or referral you wish to add to your favourites
4. **Right click** on the medication or order you wish to save to your favourites. Choose **Add to Favourites**
5. Choose what you wish to call the order, and which folder you want to save it in. Click **OK**



Custom Favourites

1. Before you sign an order, select the order and fill out the missing required details as required.

Orders for Signature

RV22: B05: 02 Fin#12002543 Admit: 20/Dec/2022 11:27 GMT

Urine Microbiology (MSU Culture) Order 17/Apr/2023 09:03 BST Collected Immediately, 17/Apr/23 09:03 BST, Routine, Print Label, Hold Until Collected

Details for Urine Microbiology (MSU Culture)

*Nature of current symptoms of infection (not dipstick):
 *If catheterised, when was catheter placed:
 Supporting Information (min 7 characters):
 *Collected Immediately: Yes No
 *Ward/OPD Staff to collect: Yes No

*Risk factors/Complicating factors:
 *Current / Intended Antimicrobial Therapy (be sp...
 *Specimen Type:
 *Collection Date and Time: 17/04/2023 0903 BST

Missing Required Details: Sign Cancel

2. The details are populated in the order in the top section as they are completed in the lower section. At any time, **right click** on the order at the top and select **Add to Favourites**.

Orders for Signature

RV22: B05: 02 Fin#12002543 Admit: 20/Dec/2022 11:27 GMT

Laboratory Urine Microbiology (MSU Culture) Order 17/Apr/2023 09:03 BST Suspected, Diabetes, N/A, Amoxicillin, Urine, Mid Stream, Collected Immediately, 17/Apr/23 09:03 BST, Ward/OPD Staff to collect, Routine, Print Label, Hold Until Collected

Remove
 Ordering Clinician
 Add/Modify Adherence
Add to Favourites
 Disable Order Information Hyperlink

Details for Urine Microbiology (MSU Culture)

*Nature of current symptoms of infection (not dipstick): Suspected
 *If catheterised, when was catheter placed: N/A
 Supporting Information (min 7 characters):
 *Collected Immediately: Yes No
 *Ward/OPD Staff to collect: Yes No

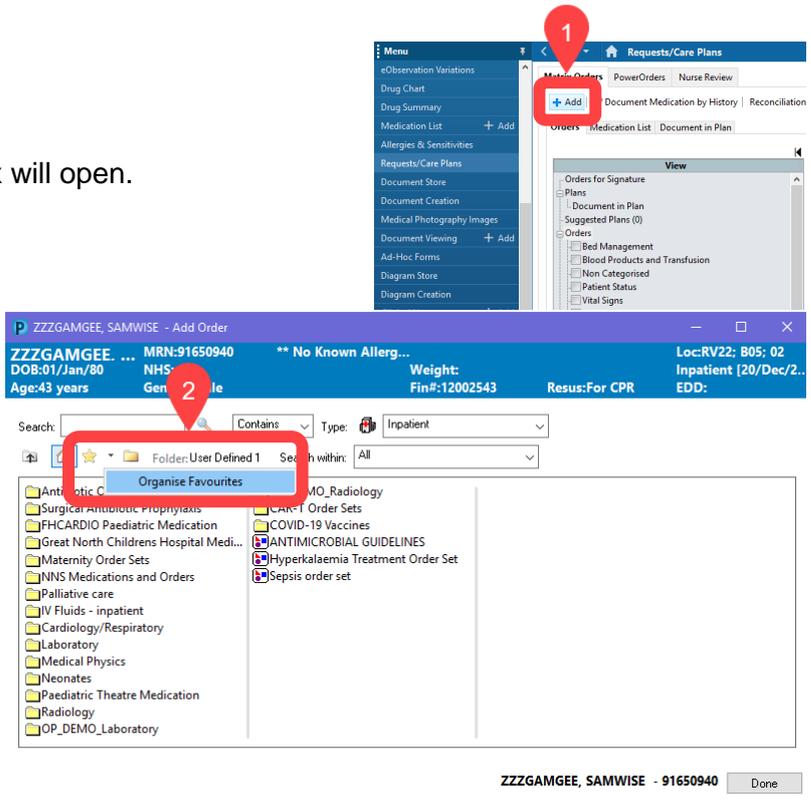
*Risk factors/Complicating factors: Diabetes
 *Current / Intended Antimicrobial Therapy (be sp...: Amoxicillin
 *Specimen Type: Urine, Mid Stream
 *Collection Date and Time: 17/04/2023 0903 BST

Missing Required Details: Sign Cancel

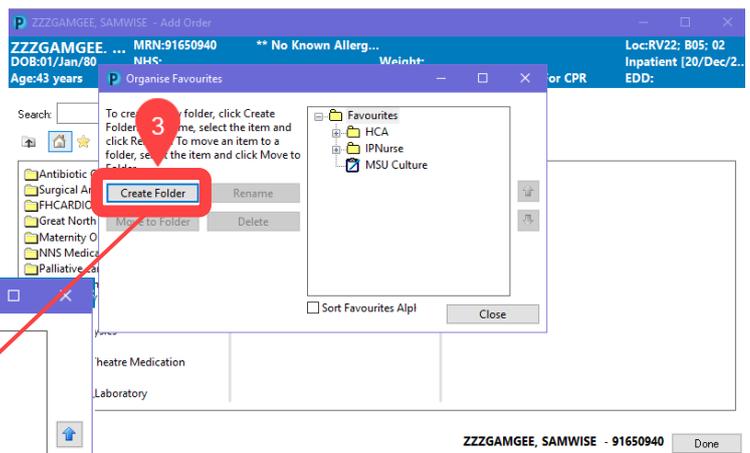
3. This will save the order as a favourite with the order details already completed.
4. Now you can select this pre-completed order from your Favourites. This will save you having to complete the order details every time when placing orders or prescriptions that are common to you.

Creating Favourites Folders

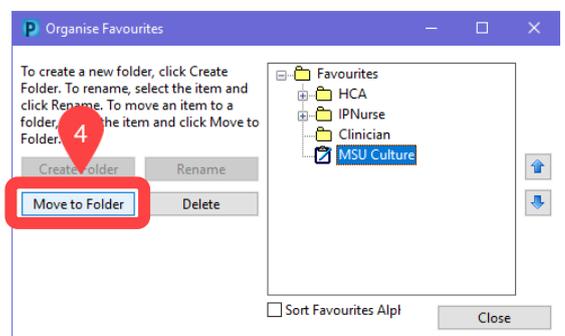
1. Click on **Add**. The Orders box will open.
2. Click on the down arrow to the right of the gold star then click on **Organise Favourites**.



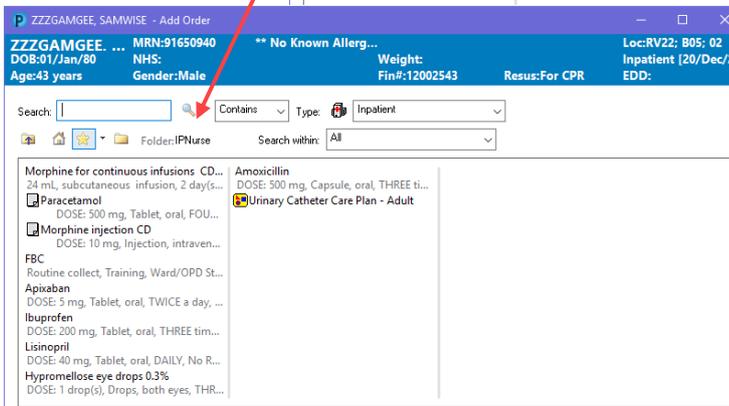
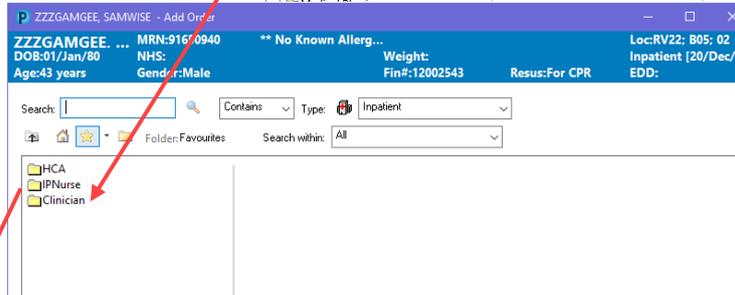
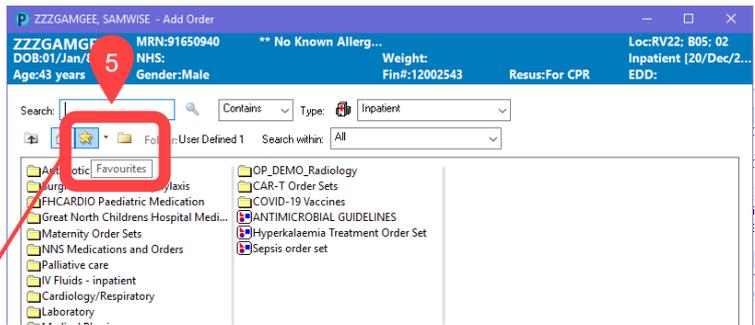
3. In the **Organise Favourites** window click on **Create Folder**, then type in the name of your new folder. Favourites can now be saved into this folder.



4. To arrange favourites you have already set, highlight the order you wish to organise then click on **Move to Folder**

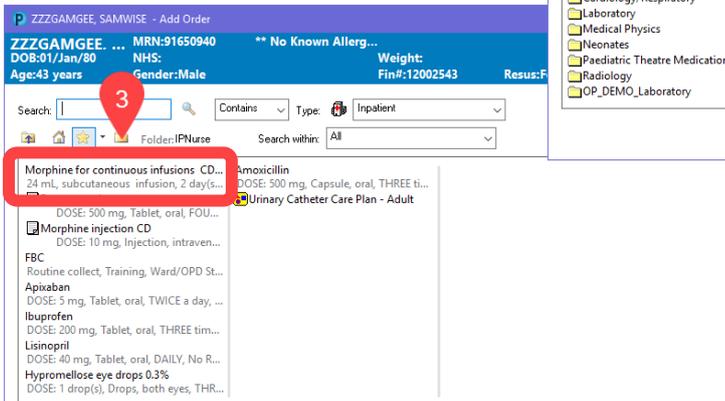
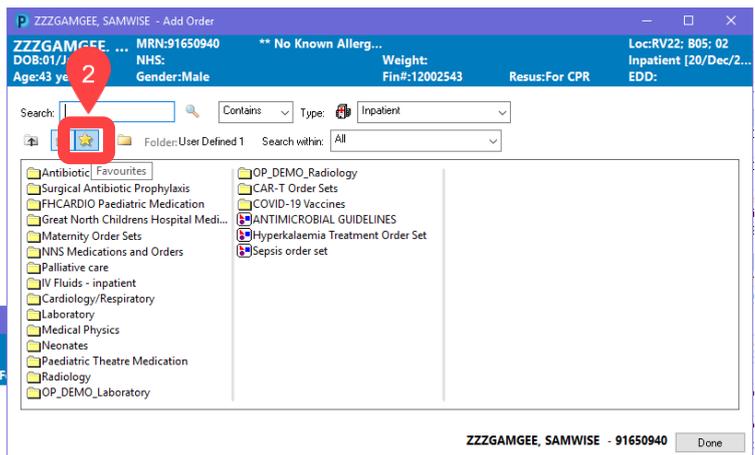


- When you click on **Favourites**, you can then see the new folder.



Using Favourites

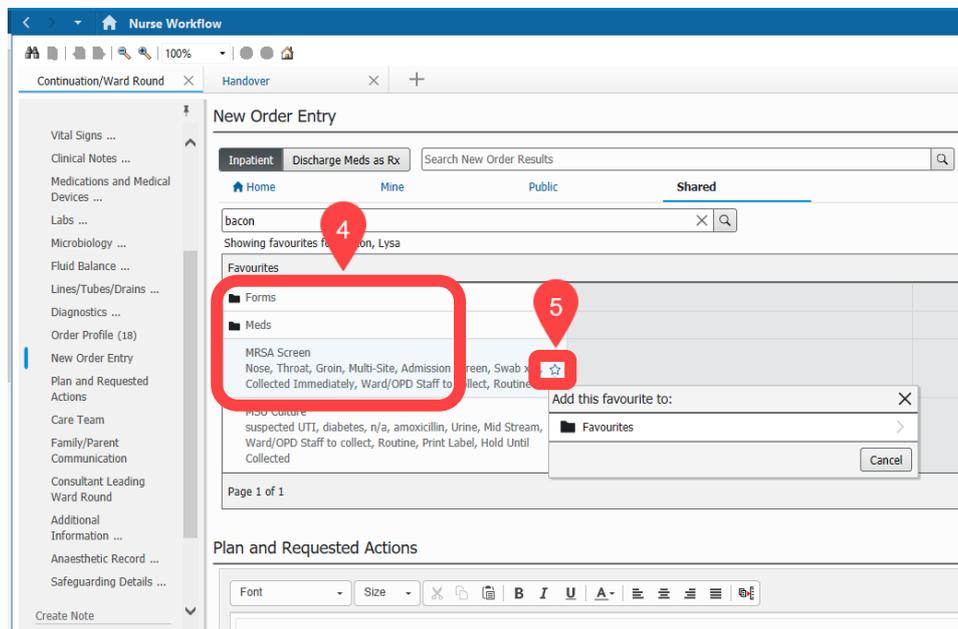
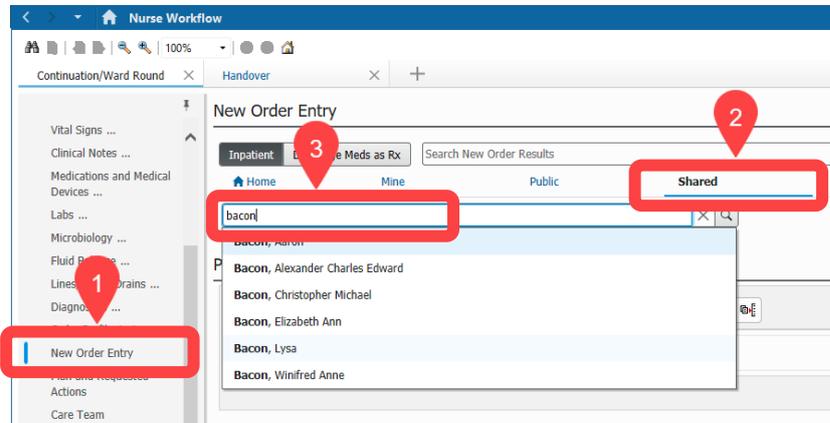
- Click on the **+Add** button.
- In the search pop-up screen, click the star button immediately under the search box.
- Select a favourite to order by clicking on it **once**.



Sharing Favourites

This process needs to be completed via your **workflow** within the patient record.

1. Locate **New Order Entry** in the component menu to the left of the workflow tab you are currently looking at:
2. Open the **Shared** tab
3. **Search** for the member of staff whose favourites you wish to use



4. **Select** the Favourite folder or item that you wish to use

Follow the steps below if you wish to copy the item to your own Favourites

5. Click the **star** to the right of the item
6. Select the folder you wish to add the item to
7. Click the **Add** button. This item will now display in your own Favourites folder