# Orders - Favourites – Requests/Care Plans

#### Scenario

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

## Instruction

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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

- 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.



- 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.

	🕅 Order Name	Status	Start	Details					
RV22; B05; 0	02 Fin#:12002543 Admi	t: 20/Dec/202	2 11:27 GMT						
E filo	X Urine Microbiology	Order	17/Apr/2023 09:03	Collected Immediate	lv. 17/Apr/23 09:03 BST. Routine. Print Lab	el. Hold Until Collected			
	(MSU Culture)		BST						
Details for U	Jrine Microbiol	ogy (MS	U Culture)						
🔀 Details	III Order Comments								
	924								
+ 8 k	<b>₽</b> ≈								
Mature of a			41-11-1		NPiele (anterna	(C			
Nature of cu	arrent symptoms of inte	ction thot dips	uck):			complicating factors:			
1	If catheterised, when wa	is catheter pla	ced?:		*Current / Intended Antimicr	obial Therapy (be sp			
	Supporting Information	n (min 7 charad	tters):		]	*Specimen Type:		×	
	Coll	acted Immedi	ataba 🖉 Yaa 🔿	Ne	- *Coll	action Date and Time:	17/04/2023	0903	
	Com	ected minieur		NO	com	ection pate and time.			
	*Ward/0	PD Staff to co	llect: C Yes C	No					

- 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.**
- This will save the order as a favourite with the order details already completed.

0 0 -? Y	Order Name	Status Sta	art D	)etails								
△ RV22; B05; 02	Fin#:12002543 Admit	: 20/Dec/2022 1	1:27 GMT									
⊿ Laboratory												
🔲 🗇	Urine Microbiology	Order 17,	/Apr/2023 09:03 Su	uspected, Diabetes, I	N/A, Amoxicillin, Urine, M	id Stream, Collected I	mmediately, 17/A	or/23 09:03 BST,	Ward/OPD	Staff to c	ollect, i	Routi
	(MSU Culture)	BS	SI PI	rint Label, Hold Unti	al Collected		Remove					
							Ordering Clin					
							ordening cim	cian				
							Add/Modify A	dherence				
							Defense laf					
					-	$2 \rightarrow 1$	Add to Favou	rites				
										_		_
🗷 Details for <b>Ur</b>	ine Microbiolo	ogy (MSU	Culture)				Disable Order	Information Hy	perlink			
🕾 Details 🔟 (	Order Comments											
<b>+ %</b> II.	1 *											
*Nature of curr	ent symptoms of infect	tion (not dipstick	c): Suspected		]	*Risk factors/Com	plicating factors:	Diabetes			1	_
*16	esthetorized when way	cathotor placed	<b>ρ</b> Ν/Δ		*Current / Int	anded Antimicrobial	Thorany (ho m	Amovicillin			7	
	attreterised, when was	catheter placeu				ended Antimicrobia	merapy (be sp					
	Supporting Information	(min 7 characters	5):				Specimen Type:	Urine, Mid Stre	am	•		
	M-II-					M-H-stin	Data and Times	17/04/2023		0903	-	
	Collec	teu mineuatei		NO.		Collection	Date and Time:		_ • •	0000		
	*Ward/OP	D Staff to collec	tt 🖲 Yes 🔿 N	No								

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.



Nurse Rev

n List Document in Plan

+ Add

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





# **Using Favourites**

ZZZGAMGEE. ... MRN:91650940

Contains

Eolder IPNusse

phine for continuous infusions CD... nL, subcutaneous infusion, 2 day(s...

DOSE: 500 mg, Tablet, oral, FOU Morphine injection CD DOSE: 10 mg, Injection, intraven.

Coutine collect, Training, Ward/OPD St.. Apixaban DOSE: 5 mg, Tablet, oral, TWICE a day, . Ibuprofen DOSE: 200 mg, Tablet, oral, THREE tim... Lisinopril DOSE: 40 mg, Tablet, oral, DAILY, No R... Hypromellose eye drops 0.3% DOSE: 1 drop(s), Drops, both eyes, THR...

Search:

FBC

🔥 👳 -

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

No Kno

Search within: All

xicillin

✓ Type: ● Inpatient

Urinary Catheter Care Plan - Adult





### **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
- Search for the member of staff whose favourites you wish to use

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Continuation/Ward Round	$\times$	Handover ×	+	
Vital Signs	Ŧ	New Order Entry		2
Clinical Notes		Inpatient 13 e Meds as Rx	Search New Order Results	
Medications and Medical Devices		A Home Mine	Public	Shared
Labs		bacon		Xq
Microbiology		Bacon, Aaron		
Fluid Brone Lines 1 brains Diagno:		P Bacon, Alexander Charles Edward Bacon, Christopher Michael Bacon, Elizabeth Ann		@.{;
New Order Entry		Bacon, Lysa		
Actions Care Team		Bacon, Winifred Anne		

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	🗚 🖿   🖶 🖿   🔍 🔍   10	0%	4						
1	Continuation/Ward Round	$\times$	Handover	×	+				
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	Microbiology	i.	Showing favourites fo	on, Lysa					
	Lines/Tubes/Drains		Favourites						
	Diagnostics		Mode			5			
	Order Profile (18)		Meus						
	New Order Entry		MRSA Screen Nose, Throat, Groin, N	lulti-Site, Ad	Imission reen, Swab x	-			
	Plan and Requested Actions		Collected Immediately	, Ward/OPD	Staff to ellect, Routine	Add this favourite t	to:	×	I
	Care Team		suspected UTL diabet	es. n/a. amr	oxicillin, Urine, Mid Stream,	Eavourites		· · · · · · · · · · · · · · · · · · ·	
	Family/Parent Communication		Ward/OPD Staff to co Collected	ff to collect, Routine, Print Label, Hold Until				Cancel	
	Consultant Leading Ward Round		Page 1 of 1			1			
	Additional Information	I.	Dian and Deguasta	Action	-				
	Anaesthetic Record		Plan and Requester	Actions	5				
	Safeguarding Details		Font -	Size -	X 6 🛱   B 1	. <u>U</u>   <u>A</u> - ≡ :	= = =   •{		
	Create Note	~							

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