Orders - Favourites - Workflow

Scenario

Adding, customising, and sharing favourites when using orders via the workflow in PowerChart
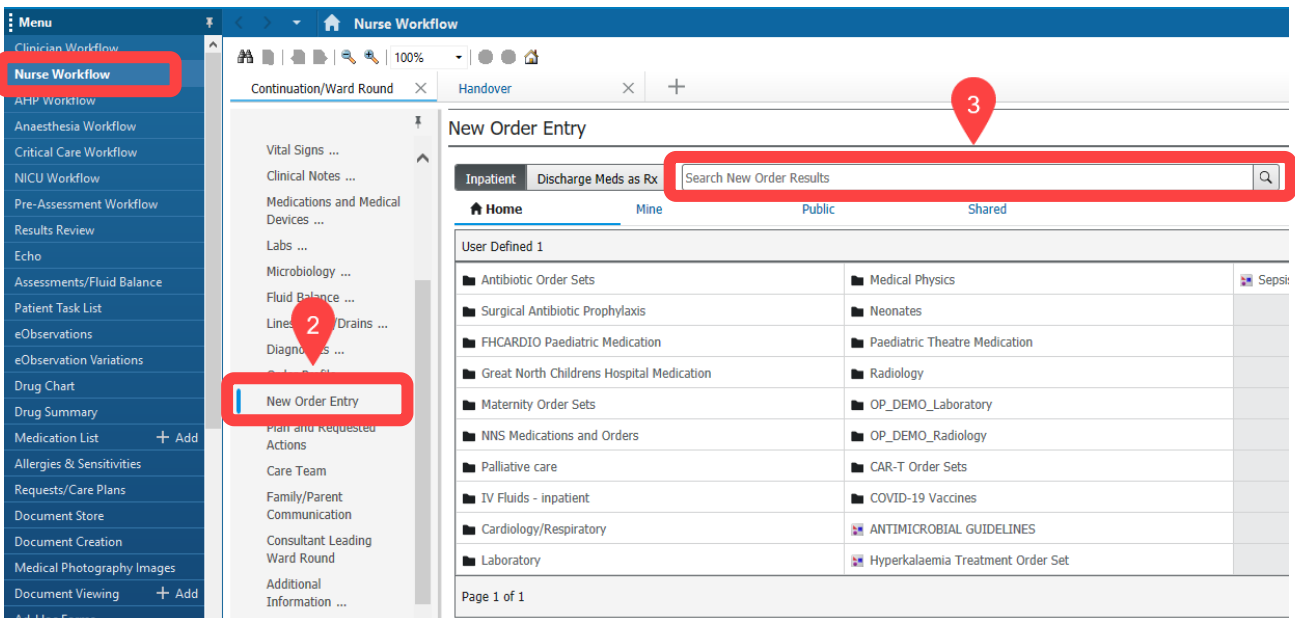
Instruction

> ⓘ 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 your workflow (Clinician, Nurse, AHP, etc).

2. Locate **New Order Entry** in the component menu to the left of the workflow tab you are currently using.

3. Use the "**Search New Order Results**" field to search for the medication, test or referral you wish to add to your favourites.

4. Click on the **star** to the right of the medication or order you wish to save to your favourites. A pop-up window should now appear with a favourites folder. Click the folder.

5. Click the **Add** button to add your selection to your favourites.

6. If you have no favourites folder, go to the **Requests/ Care** Plans screen, click on **+Add**, search for an order then right click it and select **Add to Favourites**. This will force the system to create a folder for you and you will then be able to add favourites from the workflow as normal.

Custom Favourites

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

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.**

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 in the Workflow. This will save you having to complete the order details every time when placing orders or prescriptions that are common to you.
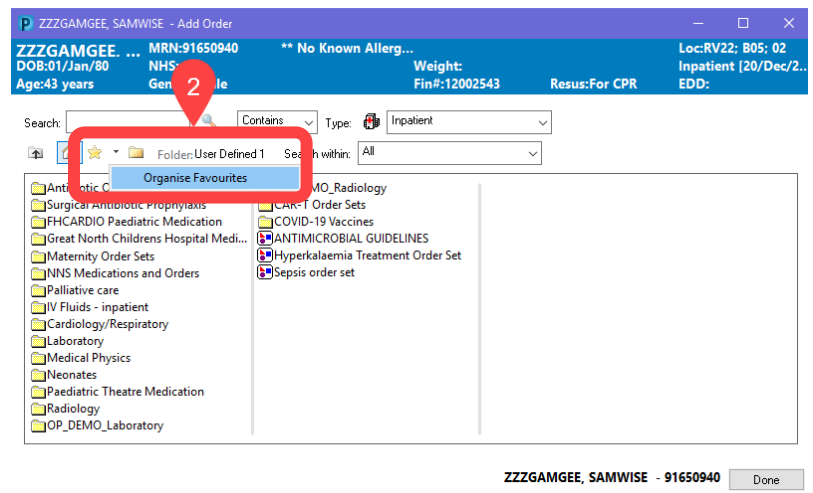
Creating Favourites Folders

This process needs to be completed via either **Requests/Care Plans** or **Medication List** from the main menu within the patient record.
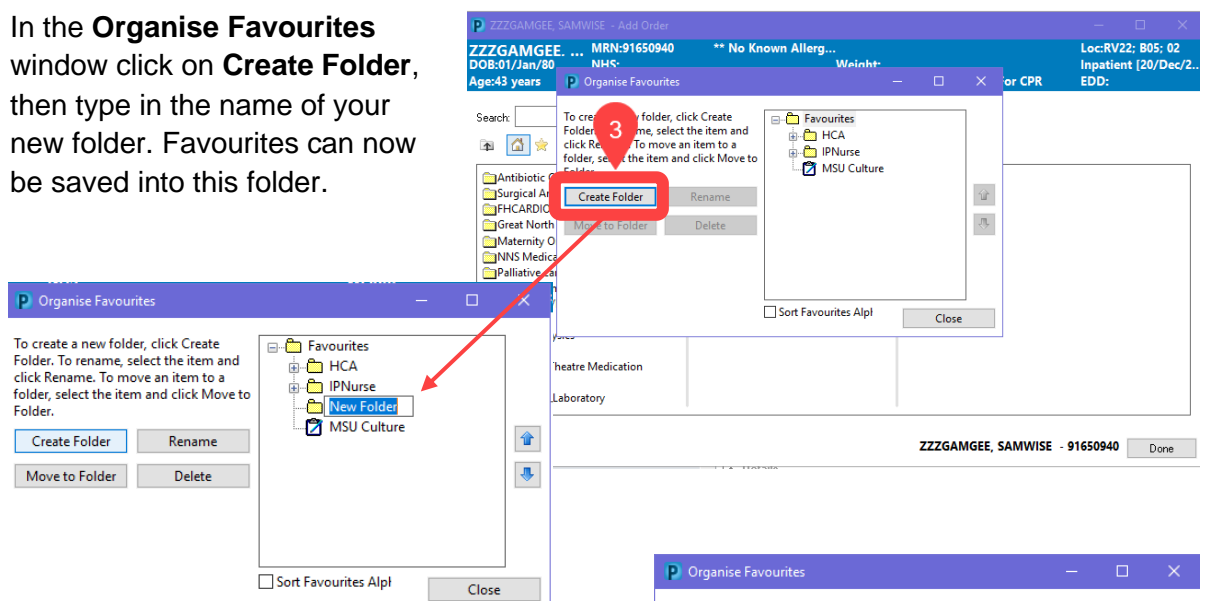
1. Click on **Add**. The Orders box will open.

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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**
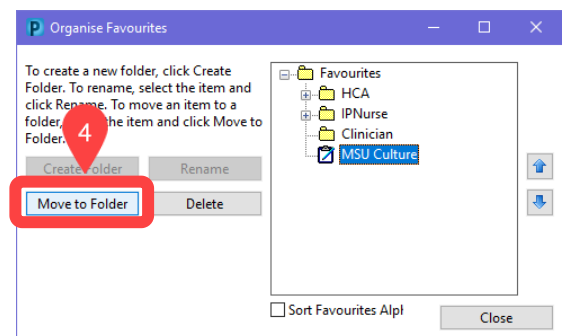
5. When you click on **New Order Entry** in your workflow and then click **Mine** or **My Favourites**, your new folder will be visible.

Using Favourites

There are two methods for accessing your favourites when using the workflow.

Method 1

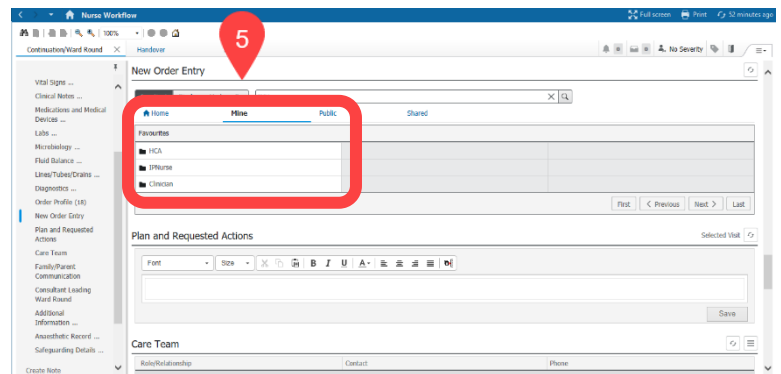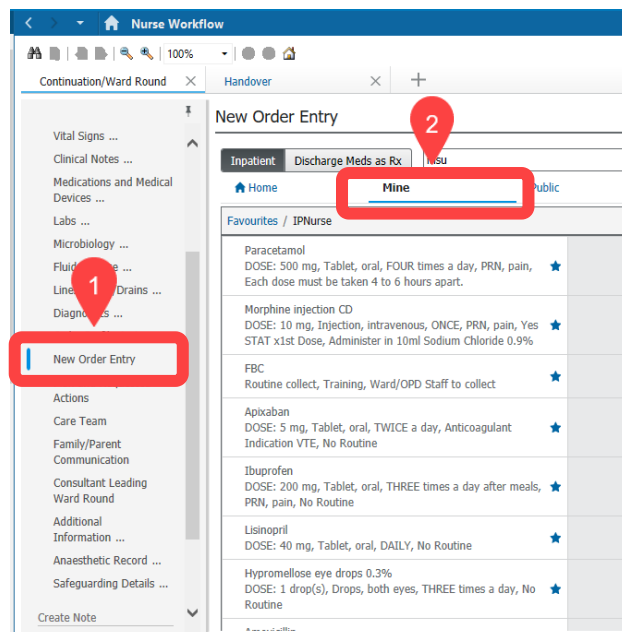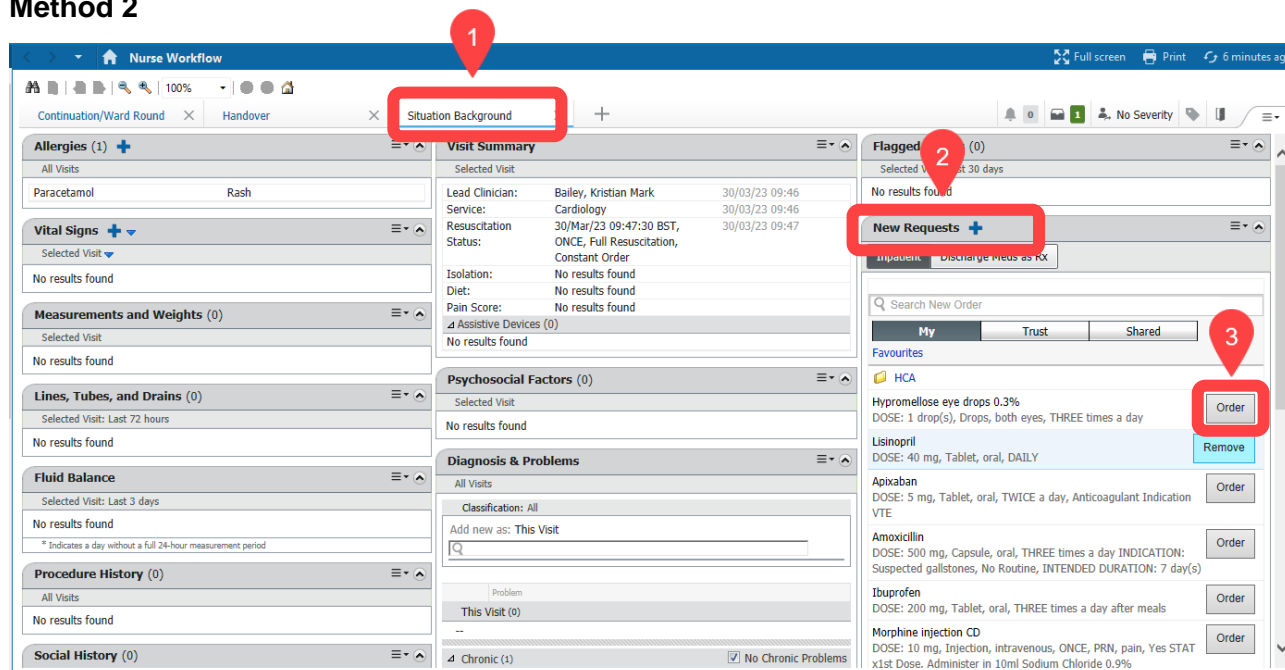1. Select the **New Order Entry** workflow component from any relevant workflow tab.

2. Click on the **Mine** or **My Favourites** tab immediately under the search box.

3. Select a favourite to order by clicking on it **once.**

Method 2

1. If available, select the **Situation Background** tab in your workflow.

2. Your Favourites will be available in **New Requests**.

3. Select a favourite to order by clicking on **Order.**

Sharing Favourites

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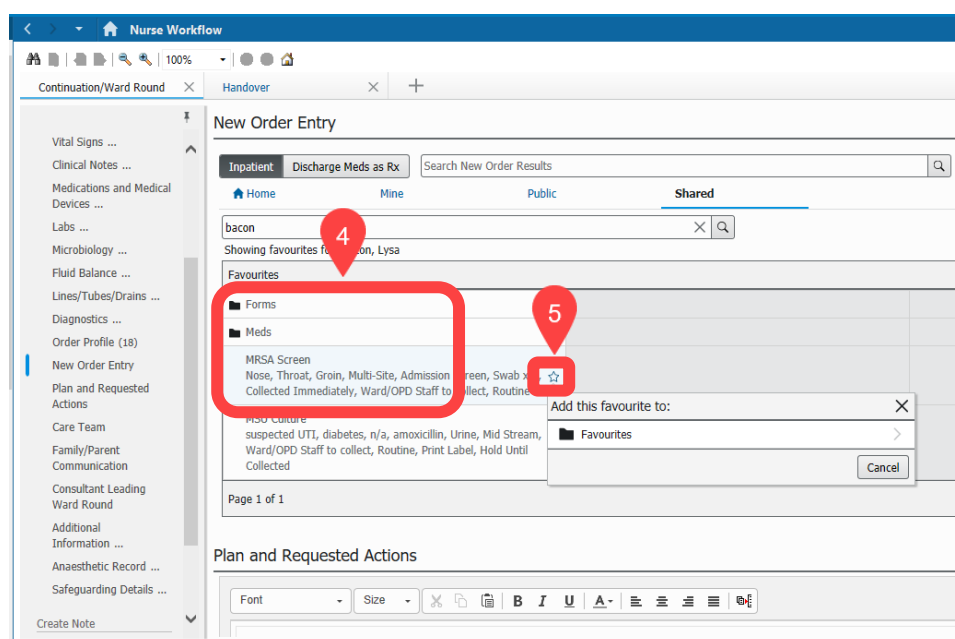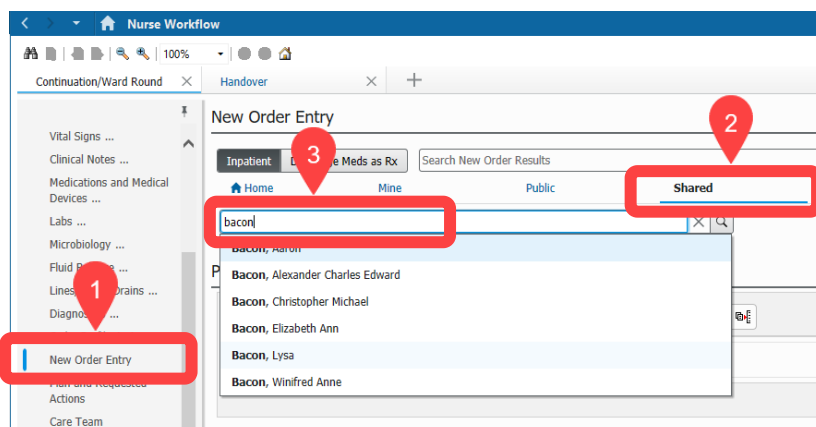
4. **Select** the Favourite folder or item that you wish to use

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