

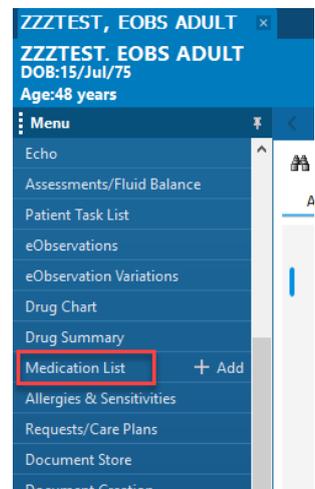
Setting Preferences for Medication List View

Introduction

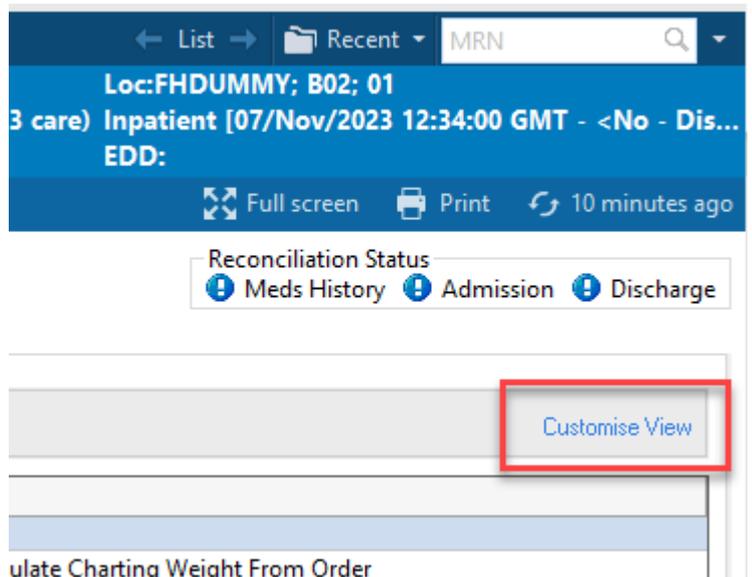
In line with the Clinical Informatics Directorate recommendations, you **MUST** set your Medication List view as described below. Once completed it will remain this way each time you open a patient record in Powerchart. This guide assumes that you have opened a patient record within Powerchart

Customise View

1. Select **Medication List** from the left side menu



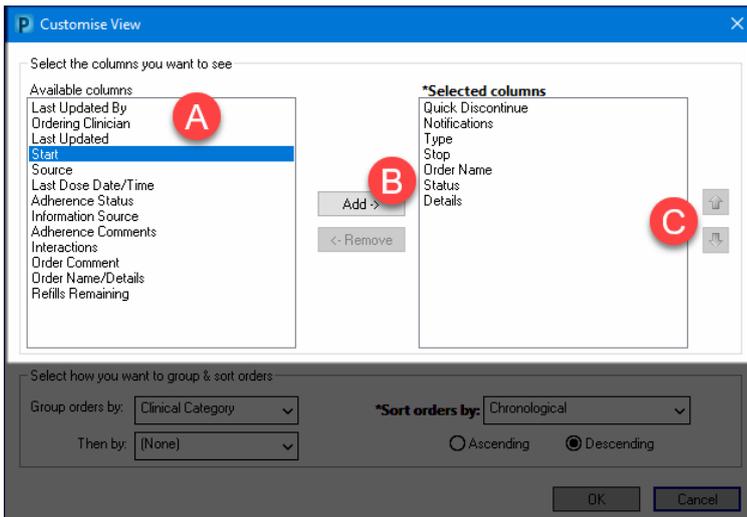
2. Select **Customise View** from the right side of the patient record.



3. The Customise View window shows **Available Columns** on the left and **Selected Columns** (the columns you will display in Medication List view) on the right

To adjust the view you will need to complete the following steps

- a. Add a column by selecting it from the **Available Columns** on the left
- b. Click the **Add button** to move your selection into the **Selected Columns** section - Columns can be removed from the Selected Columns by selecting and use the **Remove button**
- c. Arrange the columns by using the **Up or Down arrows** into the order listed below



The Clinical Informatics Directorate recommend the following configuration:

- Notifications
- Type
- Start
- Stop
- Status
- Order Name
- Details
- Order Comment
- Ordering Clinician
- Last Updated By

Once the columns have been added and ordered as above, you will need to group and sort your orders in ascending order as per the screenshot below

