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.



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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

P Customise View X	The Clinical Informatics Directorate
Select the columns you want to see	recommend the following
Available columns Last Updated By Ordering Clinician Last Updated Start Source Last Dose Date/Time Adherence Status Adherence Status	configuration:
Information Source Information Source Adherence Comments C Order Comment C Order Comment C	 Notifications
Refills Remaining	• Туре
	Start
Select how you want to group & sort orders	• Stop
Then by: [None] CAscending Descending	• Status
ОК Сапсе	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

Select the column	ns you want to see		*Selected columns	i	
Last Updated Source Last Dose Dat Adherence Ste Information Sot Adherence Cor Interactions Order Name/D Refills Remainin Quick Discontir	Once columns displayed in correct order, and group	s are the sort Remove	Notifications Type Stat Stop Status Order Name Details Order Comment Ordering Clinician Last Updated By		1
Select how you w	ant to group & sort orders	A			G
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