



ieMR Advanced

Favourites – saving orders

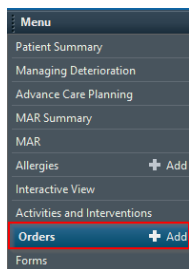
Allied Health

Quick reference guide

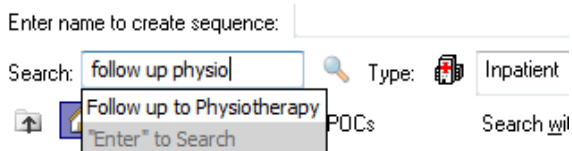
Patient care orders and Consult/Follow-up orders can be added to a user's favourites folder using the steps below.

Note: The item will only be favourited to the encounter type (e.g. inpatient) at the time of adding as a favourite.

1. Log in to **PowerChart**.
2. Click **Orders** from the **Patient Menu**.

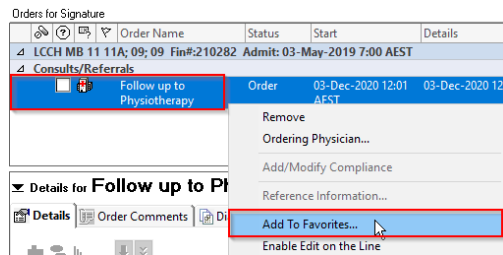


3. Click **Add**.
4. Search for the order that you wish to add to favourites.

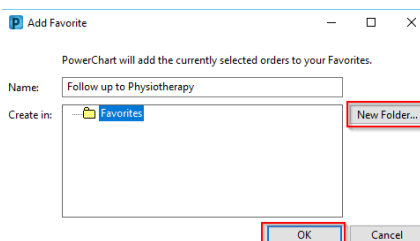


5. Select the appropriate order.
6. Select **Done** on the orders window.
7. Right click on the order you would like to save and select **Add to Favourites...**

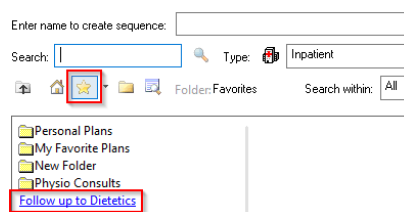
Note: Most of the details entered in the order entry fields will save to the favourite order, with the exception of dates/time



8. Select the **Favourites** folder OR use the **New Folder** button to create a new folder e.g. "Favourite Patient Cares" and click **OK**.



9. Select **OK**.
10. Continue placing the order as per usual process.
11. Next time you go to place an order, click the icon to view favourites – you can then easily select this order.



12. To remove an order from favourites, simply right click the order and select **Remove from Favourites**.

