

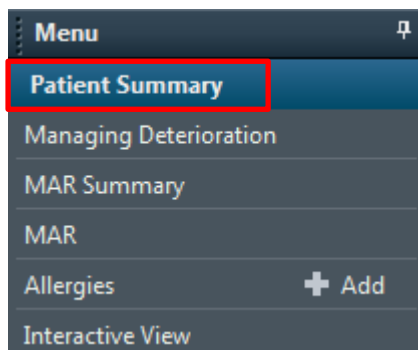
Favourites – sharing orders (nursing)

Care delivery

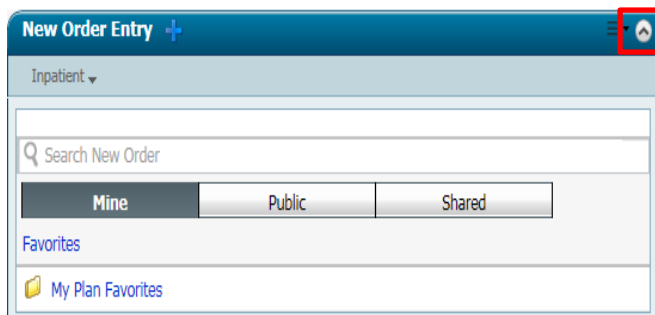
Quick reference guide

Note: Once an order has been saved as a favourite, it will be accessible to other clinicians through the “Shared” favourites function on the **New Order Entry** widget on the Patient Summary Page.

1. To access the saved orders of another clinician, open a patient chart to the Patient Summary Page.



2. Navigate to the Discharge tab.
3. Locate the New Order Entry widget (you may need to expand this widget using the down arrow).



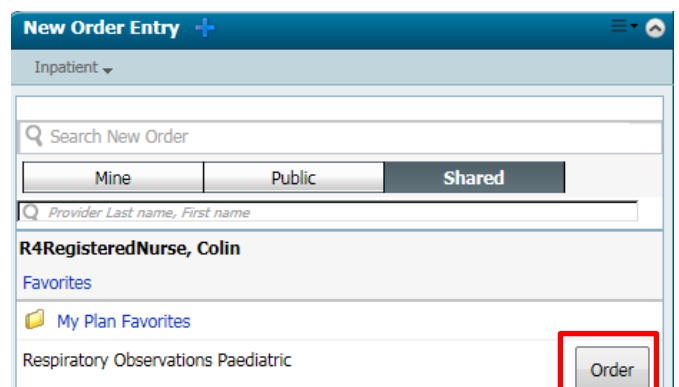
4. Select the **Shared** tab and in the displayed search field type the name of the clinician whose saved favourite orders are to be accessed (Surname, Given name).



The favourite order folders will be displayed and can be used to place an order.

- The Plans Favourites Folder contains saved PowerPlans and Plans of Care.
- Other saved orders will be listed below.

5. Select the **Order** button to select the required order.



6. Click the green **Orders for Signature** button in the top right-hand corner.

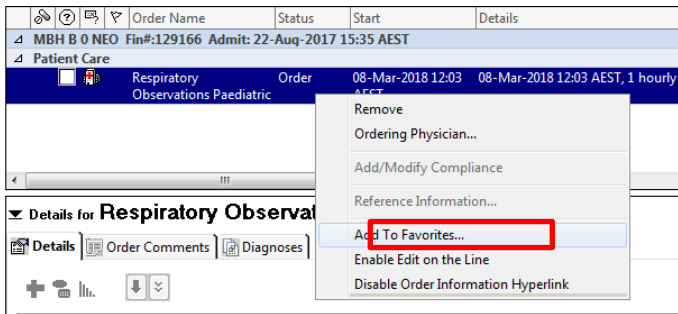


7. Click the **Modify** button.

8. Select the order to display the Order Entry Field (OEF).

9. Complete the OEF.

10. On the scratch pad, right click on the required order and select **Save as My Favourites**.



This order will now be saved to your favourites for frequent use.

You can continue to place the order for this specific patient, or select Cancel.

