

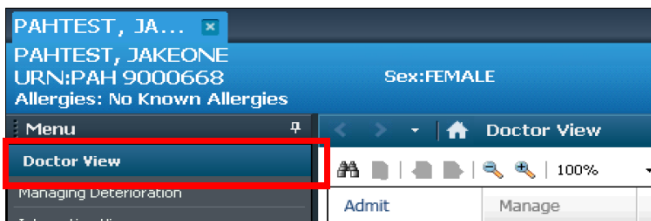
Favourites – sharing orders using doctor view

Care Delivery

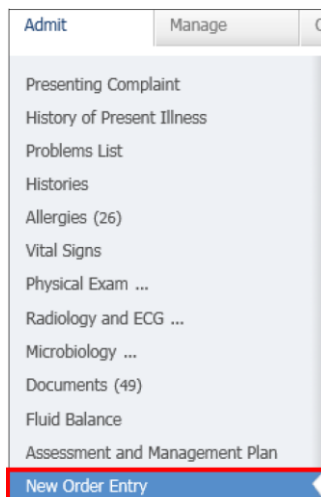
Quick reference guide

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** section of **Doctor View**.

1. To access the saved orders of another clinician, open a patient chart to the **Doctor View**.



2. Using any of the workflow tabs (**Admit**, **Manage**, **Discharge** or **Clinic**) select **New Order Entry**.

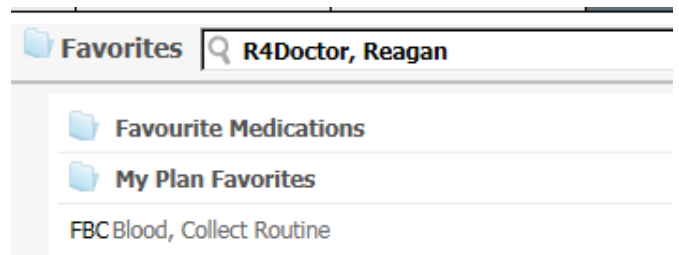


3. Select the **Shared** tab and in the displayed search field type the name of the clinician whose saved favourite orders are to be accessed (Surname, Given name).

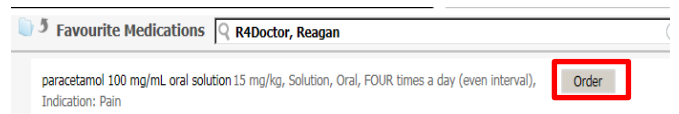


The favourite order folders will be displayed and can be used to place an order:

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



4. Select the appropriate folder, view the available orders and click the **Order** button to select the required order.

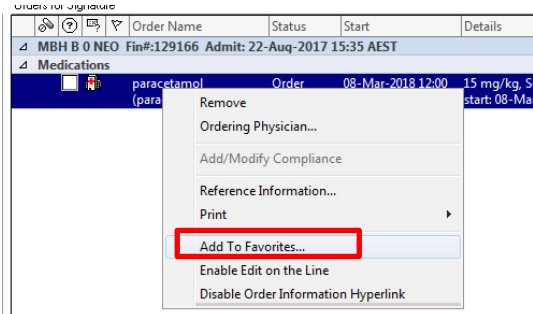


5. Click the green **Orders for Signature** button.



6. Click the **Modify** button.

7. Right click on the required order and select **Save as My Favourites**.



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

