

## Orders – Sharing Favourites for Physiotherapy

### Quick reference guide

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

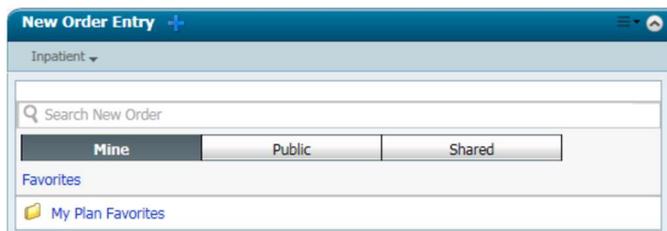
- To access the saved orders of another clinician, open a patient chart to the **Patient Summary** page.



- Navigate to the **Discharge** tab.



- Locate the **New Order Entry** widget (you may need to expand this widget using the down arrow ).



- 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.



- Double-click the relevant **Favourites** folder
- Select the **Order** button to select the required order.



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



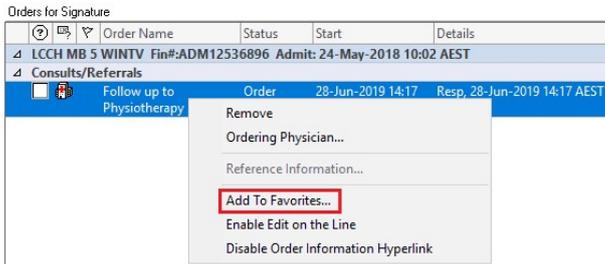
- Click the **Modify** button.



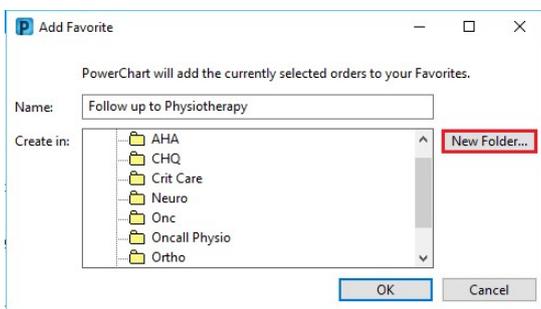
- Right click on the required order and select **Save as My Favourites**.



## Orders – Sharing Favourites cont.



10. You can save your Favourite in a folder by selecting the **New Folder** option



This order will now be saved to your favourites for frequent use (see below).

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

## Placing an Order using Favourites

1. Click the **Add** icon in the top left of the Orders page.

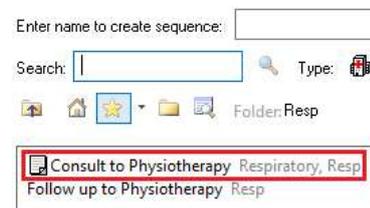
OR

Click **Add** in the patient Menu next to Orders.



2. Your Favourites may already be listed on the home page. If not, select the  icon to display.

3. Select the **Folder** or **Favourite**.



4. Select **Done**.

5. Complete the Order Entry Field (OEF) as per the Physiotherapy Business Rules, editing Date and Time as appropriate.

6. Click **Sign**.