

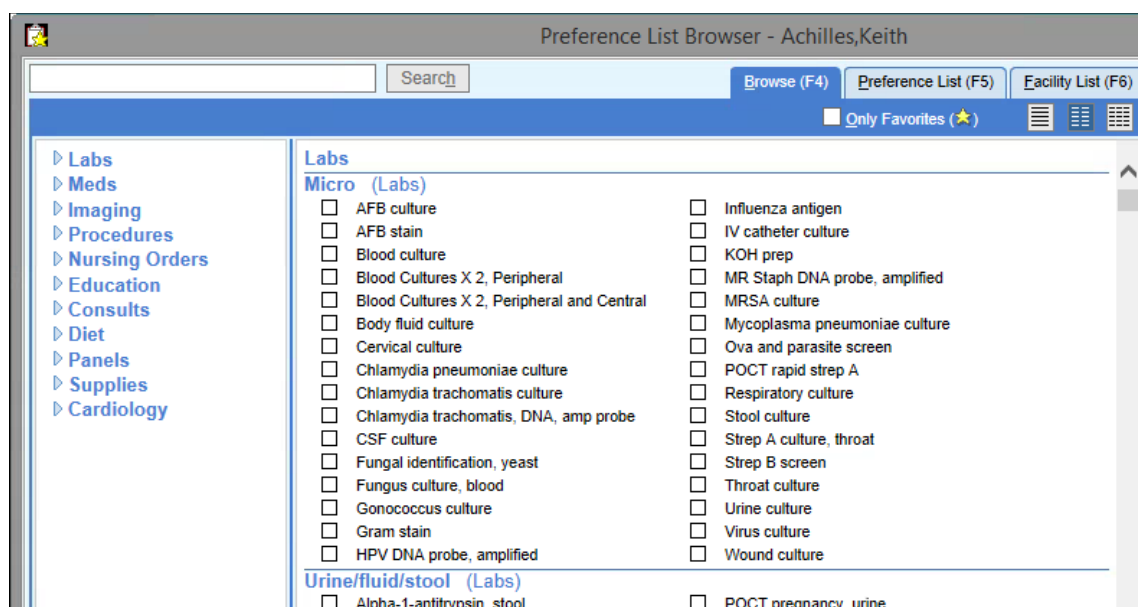
Customizing Your Preference List



Audience: Inpatient Clinicians

Customize Your Preference List for Efficient Ordering

Organizing your preference list effectively can help you place orders more quickly. You can create preference list sections to group orders you often place at the same time, add the orders you use most frequently, and edit the display names so the orders are easier to find. After your preference list is set up, you can browse through the orders and select the ones you need for the patient.



Create preference list sections

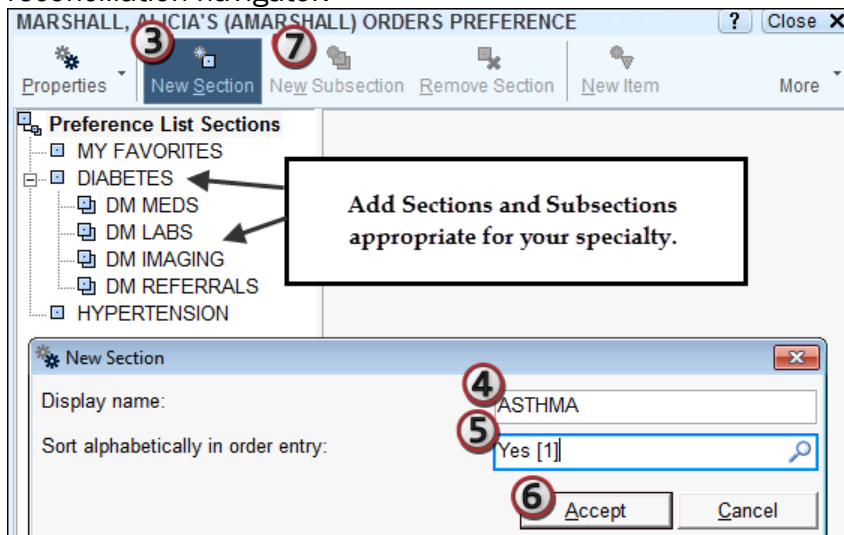
For efficient preference list setup, first create the sections that are most useful to you, such as disease or body system sections. Then, when you place a commonly used order, you can save it as a favorite, and add it to the correct section in your preference list.

1. Click **Personalize** on the main toolbar and select **Preference List Composer**.
2. From the list that appears, double-click your inpatient Orders preference list. The list is called "<your name> Orders Preference IP."
 - You need to choose the Orders list, because when you place an order and save it as a favorite, those orders are automatically added to the Orders preference list.
3. Click **New Section** on the toolbar.
4. Enter a display name for the section.
 - Add sections that are appropriate for your specialty and that group orders you often place at the same time. For example, you might add sections for diseases or body systems.

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5. In the **Sort alphabetically in order entry** field, indicate whether you want the orders in this section to appear alphabetically when you are browsing your preference list.
6. Click **Accept**.
7. To add a subsection, select the section it should appear under and click **New Subsection**.
 - Add subsections that group orders appropriately for your specialty. For example, you might add subsections for meds, labs, and imaging to various disease sections.
 - Reorganize the sections and subsections in your preference list by dragging and dropping them or by using the and buttons at the bottom left of the activity.
8. Click **Close** when you're finished adding sections. To browse your updated preference list, click **New** in the Orders activity or click **Pref List** in the New Orders section of a medication reconciliation navigator.



Add orders to your preference list as you write them

1. Look up an order and edit the details as usual.
2. Before signing the order, click to add it to your preference list. The Add To Preference List window opens.
3. Enter any other details you want to use when you place this order in the future, such as instructions or answers to questions, and click **Accept**. Remember that these details appear only for you, and you can always update them later.
 - a. In the **Display name** field, enter an easy-to-remember name for the order. The next time you need to place this order, you can search for your saved order using this name.
 - b. In the **Section** field, enter the section of your preference list in which you want this order to appear. Or, click **New Section** to add another section to your list.

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Orderable: CBC and differential [LAB293 (Custom)] Pref List: Orders

Display name: **A** CBC and differential - AM draw Section: **B** Labs New



Consider adding the same order to your preference list more than once with different display names and order details. For example, you might have one entry called "Cipro UTI 3 days" for Ciprofloxacin UTI with a dose of 250 mg Q12h x 3 days and another called "Cipro Sinus 5 days" for Ciprofloxacin sinusitis with a dose of 500 mg Q12h x 10 days.

Edit your preference list

After you add an order to your preference list, you might want to move it to a different section, or you might change your mind about the details you specified. In the Preference List Composer, you can quickly edit order details and remove orders that you no longer use.

1. Click **Personalize** on the main toolbar and select **Preference List Composer**.
2. From the list that appears, double-click your inpatient Orders preference list.
3. In the Preference List Composer, select the preference list section you want to edit.
4. To move an order from one section to another, click the order's name and drag it to the section you want.
 - Orders you starred automatically appear in the My Favorites section.
5. To modify order details, such as frequency or display name, double-click the order's name.
6. To change the name of a section or subsection, select that section or subsection and click **Properties** in the toolbar.
7. When you're finished making changes to your preference list, click **Close**.

INPATIENT, ATTENDING PHYSICIAN'S (IPMD) BULK ORDERS PREFERENCE IP [3006] - Inpatient

6 Properties New Section New Subsection Remove Section New Item Insert Item Remove Item Edit

Preference List Sections 4

- MY FAVORITES
- DIABETES
 - DM MEDS
 - DM LABS
 - DM IMAGING
 - DM REFERRALS
- HYPERTENSION

ID	Name	Summary
REF22	Ambulatory referral to En...	Internal Refe

Drag and drop orders into different sections. Or, double-click an order to change its details or display name.

Move Sections: Move Items:

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Copy preference lists from other clinicians

To save time creating a preference list, you can copy the lists that your colleagues have created for certain types of orders. Sharing and copying preference lists between clinicians also helps spread experience and expertise throughout your organization.

1. Click **Personalize** on the main toolbar and select **Preference List Composer**. The Preference List Selector opens.
2. At the bottom of the screen, click **Copy User**. The PrefList Copy User activity opens.
3. In the **From user** field, enter the name of the user whose preference list you want to copy.
4. Verify that your name appears in the **To user** field.
5. Select a copy option.
 - If you want to add the other user's list to your existing list, select **Merge**.
 - To completely replace your list with the other user's list, select **Replace**.
6. Select the check boxes for the types of lists you want to copy.
 - The columns under your name and your colleague's name show how many orders are on each of your preference lists.
 - To see the orders on your colleague's list, double-click the number of items on his list.
7. Click **Copy**. A confirmation window appears. Edits you make in the new list do not affect your colleague's list.

Types	Number of Items for ELLIOTT, PAT	Number of Items for LEATHERMAN, ELVIA
<input type="checkbox"/> Nursing Orders	3	0
<input type="checkbox"/> BestPractice	0	0
<input checked="" type="checkbox"/> Haiku/Canto Medications	26	0
<input checked="" type="checkbox"/> Medications	6	0
<input checked="" type="checkbox"/> Orders	11	0
<input type="checkbox"/> Bulk Orders	0	0