# **Create and Organize Order Preference List**

### Add Order to Preference List

Save time by creating a preference list for frequently placed orders.

If you find yourself changing the defaults of an order, save your order with changes to your preference list.

Once you have added the order, before signing click on the star to add to your preference list. *(Note you are not able to save as a favorite after signing the order)* 



Name it so that it is easier to locate in the future.

Save variations of the same order for different purposes, such as categorizing by diagnosis.

To add an order from your preference list, click on New Order.

Medications & Orders		Comments
Search for new order	♣ New Order	ent-Reported
List view: OMeds & Procedures	Associated Dx OPha	arm Subclass

Choose which section you would like to order from.

Narrow down your search by checking the 'Only Favorites' box.

🚝 Order Search					_   <b>D   X</b>
	Q		<u>B</u> rowse	Preference List	<u>D</u> atabase
★ ☑ Qnly Favorites  D Labs D Imaging D Medications D Immunizations D Referrals  Cardiology	Cardiology ★ □ DOBUTAMINE (PHARMACOLOGIC) ECHOCARDIOGRAM Dm ★ □ MyChart Glucose Flowsheet Htn ★ □ MyChart Blood Pressure Flowsheet	DOBUTAMINE (PHARMACOLOGIC) ECHOCARDIOGRAM		No current sele	ections.
Dm Htn	🖈 🗌 URI Dx - Rapid Strep	🜟 🗌 URI Dx - Flu Swab			
Uri D Orders	Orders         Adult Immunizations         ★ □ Adult Imm - Hep a Vaccine         ★ □ Adult Imm - Hep B         ★ □ Adult Imm - TDAP (>7yo)	★ □ Adult Imm - Pneumococcal Vaccine, 23-Valent, Adult ★ □ Adult Imm - ZOSTAVAX VACCINE IM			

You can drill down into each subsection.

Check the orders you want to add, which will appear in the right-hand window.

Cardiology → ★ ✓ DOBUTAMINE (PHARMACOLOGIC) ↓ ↓ DOBUTAMIN ECHOCARDIOGRAM ECHOCARDIO	E (PHARMACOLOGIC)	Procedures
Dm ★ □ MyChart Glucose Flowsheet Htn ★ □ MyChart Blood Pressure Flowsheet		DOBUTAMINE (PHAR- X MACOLOGIC) ECHO- CARDIOGRAM
Image: Strep     Image: Strep	iwab	

## **Organize Preference List**

Additionally you can organize your preference list to save time.

#### **BEFORE:**

#### AFTER:



Labs	
🛧 🗖 BMP	🚖 🔲 Lipid Panel - Auto
🛧 🗆 тѕн	🛠 🔲 Protime-INR standing
🚖 🗌 Microalbumin	🛠 🗌 Liver enzymes - < 2x
★ 🗋 Lipid panel- office collect	
Meds	
🚖 🗋 predniSONE taper medium from 60mg daily	🛠 🗌 Nexium 20 mg for 30 days
predniSONE taper prolonged from 20mg daily	🛧 🔲 Hydrocortisone 1% cream twice daily
🚖 🗋 predniSONE taper rapid from 20mg daily	🛠 🗌 amoxicillin 500 mg caps TID, 14 days
🚖 🗋 predniSONE taper CUSTOM	🚖 🔲 amoxicillin 500 mg caps TID, 10 days
Imaging	
🚖 🔲 Chest X-Ray 2 VW PA/LAT - Pneumonia	🖈 🗌 Mammo stereotactic breast biopsy right
🚖 🗋 CT Scan Head Contrast	★ 🗋 MRI knee left
Fatigue	
🛧 🗖 Ferritin	☆ 🗋 Iron and TIBC
☆ 🗖 Folate	🛧 🗔 Vitamin 8-12
Liver	
🛧 🗋 Alpha-1 antitrypsin	☆ 🗋 Liver Profile
🚖 🗖 Ceruloplasmin	
Diabetes	
★ □ HbA1C	🛧 🗌 Metformin
🚖 🗖 Lantus	🛠 🔲 Microalbumin / creatinine urine ratio
Other	

Organize your preference list within the Preference List Composer.



Start with which preference list you wish to organize first. {*Note: your list will display both IP and OP*}

Preference List Selector		
ID	Name	
1279653	TUCCIARONE, JENNIFER L MD (106668) CHARGES PREFERENCE	
776508	TUCCIARONE, JENNIFER L'S (106668) CLINKB PREFERENCE OP	
13632	TUCCIARONE, JENNIFER MD'S (106668) BESTPRACTICE PREFERENCE OP	
589091	TUCCIARONE, JENNIFER MD'S (106668) BULK ORDERS PREFERENCE OP	
13626	TUCCIARONE, JENNIFER MD'S (106668) EDUCATION PREFERENCE OP	
13614	TUCCIARONE, JENNIFER MD'S (106668) EKG PREFERENCE OP	
319704	TUCCIARONE, JENNIFER MD'S (106668) HAIKU MEDICATIONS PREFERENCE OP	
13612	TUCCIARONE, JENNIFER MD'S (106668) IMAGING PREFERENCE OP	
13616	TUCCIARONE, JENNIFER MD'S (106668) IMMUNIZATIONS PREFERENCE OP	
13610	TUCCIARONE, JENNIFER MD'S (106668) LABS PREFERENCE OP	
13634	TUCCIARONE, JENNIFER MD'S (106668) MEDICATIONS PREFERENCE OP	
13630	TUCCIARONE, JENNIFER MD'S (106668) NURSING ORDERS PREFERENCE OP	
13620	TUCCIARONE, JENNIFER MD'S (106668) OFFICE VISITS PREFERENCE OP	
13636	TUCCIARONE, JENNIFER MD'S (106668) ORDERS PREFERENCE OP	
13618	TUCCIARONE, JENNIFER MD'S (106668) OTHER PREFERENCE OP	
13622	TUCCIARONE, JENNIFER MD'S (106668) PROCEDURES PREFERENCE OP	
13628	TUCCIARONE, JENNIFER MD'S (106668) REFERRALS PREFERENCE OP	
13624	TUCCIARONE, JENNIFER MD'S (106668) SUPPLIES PREFERENCE OP	

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

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 by dragging and dropping them.

Once subsections have been created, drag and drop orders into the section. You can drag multiple orders by holding down the control button and highlighting several orders, that can then be dragged into a subsection.

## **Things to Remember**



