



IP Prov: Add / Edit Preference List Orders

For orders you place most often, save time by adding the orders to your Preference List.

Try It Out

- 1. From the Manage Orders activity, search for the order in the Place new orders or order sets field.
- 2. Select the order and it will appear in the Orders Sidebar.
- 3. To add this order to your **Preference List**, hover on the order and click the star icon.



- 4. The Add to Preference List window opens.
- 5. Enter a Display name of your choosing and complete your order preferences (i.e., dose, frequency, etc.).
- 6. Use the **Section** field to select the section of your Preference List in which you want this order to appear. Sections make your Preference List easy to manage. Click **New** to create a new section.
- 7. Click **Accept** to save the order to your Preference List.
- 8. The system will ask if you want to apply the order details from the Preference List entry to the current order. **Choose Yes or No.**

Add to Preference	List 4	×	
Dis <u>p</u> lay Name: Ba	SIC METABOLIC PANEL Pref List: Orders Orders Labs sic Metabolic Panel 5 Section: 6 My Favorites P	+ <u>N</u> ew	
Frequency:	DAILY Once STAT AM Draw Daily BID TID QID Pend D/C Code Starting S Today Tomorrow 30 Until Specified Occurrences Hours Days W First Occurrence New Section Display name: LABS	leeks X	
Is this a part of an o Release to patient Specimen Type:	oncology treatment plan? Yes No Immediate Manual release only Blood	el	
Specimen Type: Specimen Source: Comments:	Blood, Venous O Blood, Venous Blood, Arterial Blood, Capillary Blood, Central Line Re	place Order Apply order deta	ils from preference list entry to current order?
Phase of Care:	P 7 7 ↓ Accept	X <u>C</u> ancel	✓ Yes X 100

IP Prov Add Edit Preference List Orders TCOE Created: 06.01.2021 JJ TCOE Revised: 05.20.2025 AKH*SM

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View, Customize or Edit Your Preference List

View all orders on your Preference List from the Browse tab.

Customize

- 1. Click the **New** button from the orders search window to go directly to the Browse tab.
- 2. Find your My Favorites list in the Labs category.
- 3. You can use the **Only Favorites checkbox** to view only those orders listed on your Preference List.
- 4. Use the **wrench** for Selection arrangement to **Alphabetize My Sections**.
- 5. Use the columns icons to customize your view. Select from a list view, or two or three columns.

	Manage Orders S Sidebar Summary	
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Test	✓ <u>Accept</u> × <u>C</u> ancel / Version -	

Edit a Preference List from the Browse Tab

- 1. Hover over the Preference List to edit, *make certain not to check the box*.
- 2. Right click to open the menu.
- 3. Select Edit Preference List Entry.
- 4. Update the order, then click Accept.

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	🜟 🗌 Basic Metabolic Panel	★ BPM Daily				
	My Favorites	Edit Preference List Entry				
	☆ 🗌 ibuprofen (MOTRIN) tablet for Mild	Remove Preference List Entry				
	🛧 🗌 СНЕМ / СВС	Add to Preference List				
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