

Tip Sheet

Shared Order Favorites (MHS GENESIS)

as of 19 Oct 2018

All patient person data used within MHS GENESIS training materials and associated courseware is fictional. Therefore, no protected health information (PHI) or personally identifiable information (PII) is contained within these materials and associated courseware.

OVERVIEW

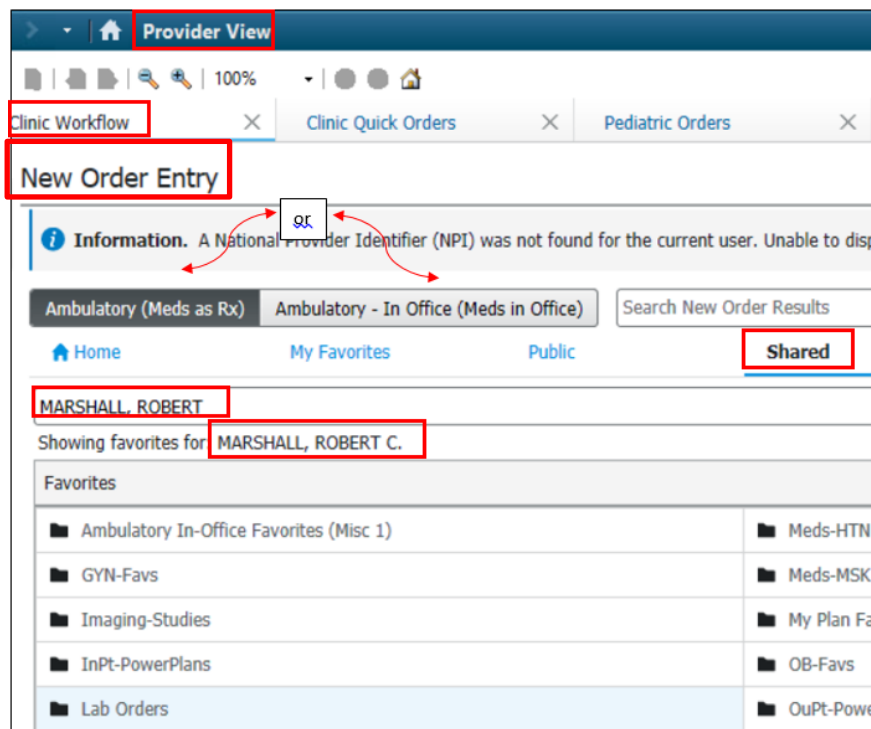
Shared Order Favorites

(Note: Order favorites can also be based on searching for the desired orders and **Add to Favorites** to create Folder of favorite orders; workflow below describes sharing from User that has already created order Favorites Folder)

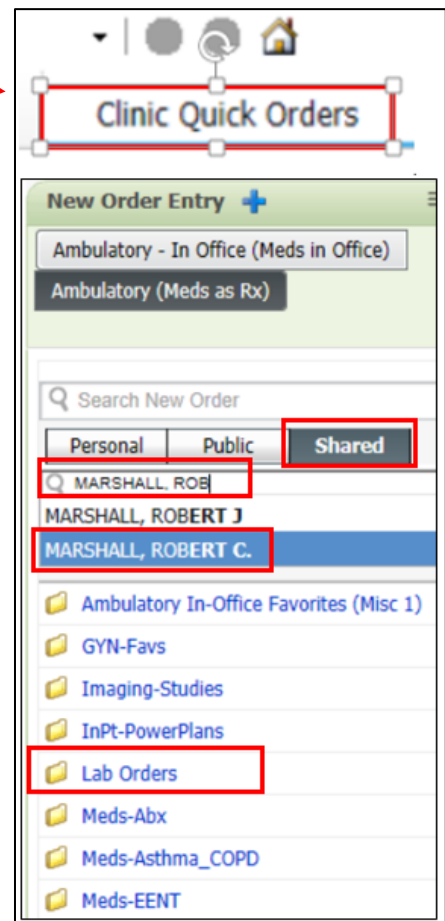
MHS GENESIS Shared Order Favorites

1. Select **New Order Entry** in Provider Workflow; or in **Quick Orders** view the **New Order Entry** area
2. select **Shared** and enter name of Provider in the search field

Below, Provider Workflow view. Right, **Quick Orders** view



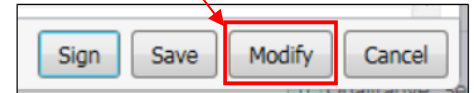
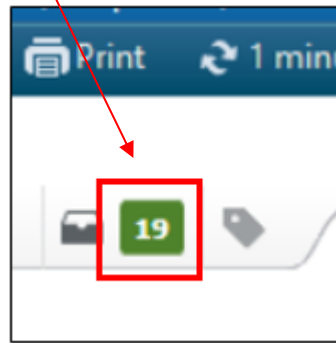
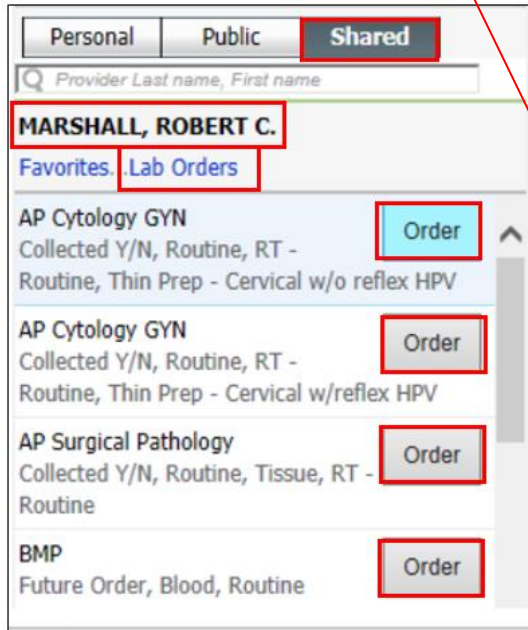
The screenshot shows the 'Provider View' interface. At the top, there are tabs for 'Clinic Workflow', 'Clinic Quick Orders', and 'Pediatric Orders'. Below these is a 'New Order Entry' section. A red box highlights the 'New Order Entry' button. Below this, there is a search bar with 'MARSHALL, ROBERT' entered. A red box highlights the 'Shared' button. Below the search bar, there is a list of 'Favorites' folders, including 'Ambulatory In-Office Favorites (Misc 1)', 'GYN-Favs', 'Imaging-Studies', 'InPt-PowerPlans', 'Lab Orders', 'Meds-HTN', 'Meds-MSK', 'My Plan Fa', 'OB-Favs', and 'OuPt-Powe'.



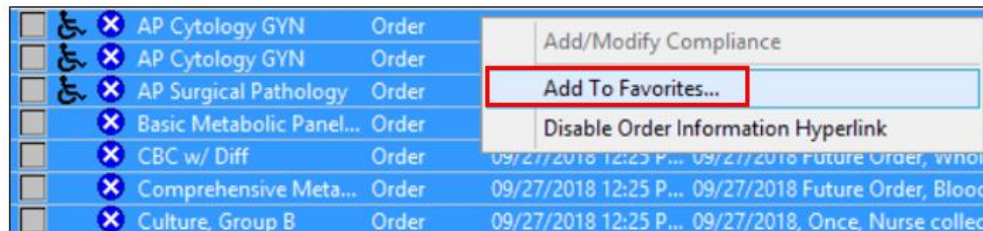
The screenshot shows the 'Clinic Quick Orders' interface. At the top, there is a 'New Order Entry' section. Below this, there is a search bar with 'MARSHALL, ROBERT' entered. A red box highlights the 'Shared' button. Below the search bar, there is a list of 'Favorites' folders, including 'Ambulatory In-Office Favorites (Misc 1)', 'GYN-Favs', 'Imaging-Studies', 'InPt-PowerPlans', 'Lab Orders', 'Meds-Abx', 'Meds-Asthma_COPD', and 'Meds-EENT'.

Shared Order Favorites

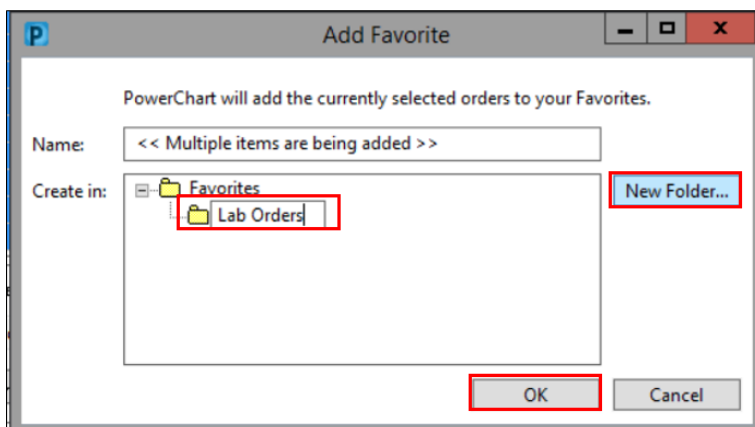
3. Select desired folder of orders, and select each individual **Order**.
4. Select Shopping Cart (**Orders for Signature**). Select **Modify** from Orders for Signature



5. Select all of the orders, right click and **Add to Favorites**.

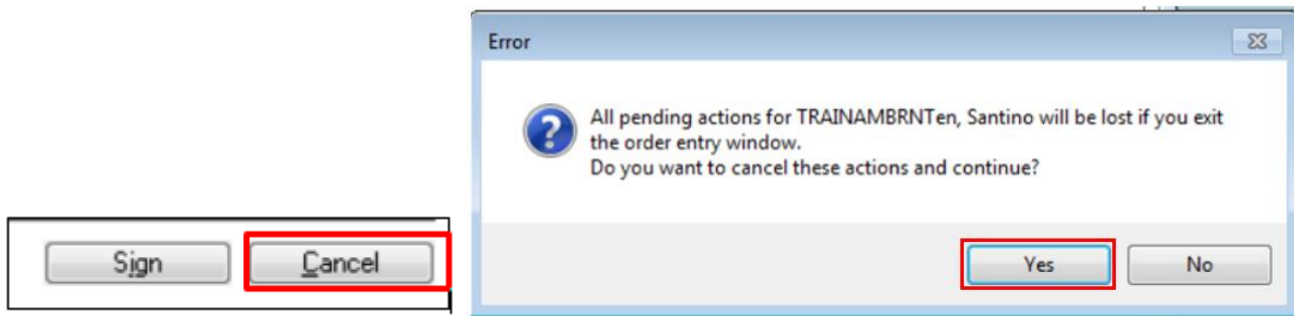


6. Select **New Folder**, name the folder and click **OK**.



Shared Order Favorites


7. Click **Cancel** orders on order screen if not wanted for that patient, and click **Yes** to canceling these actions.

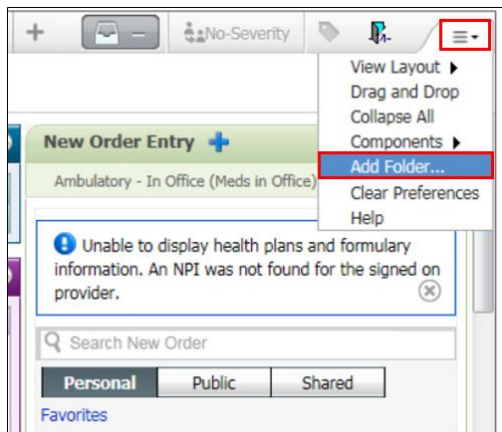


Adding Folders to Quick Orders M Page

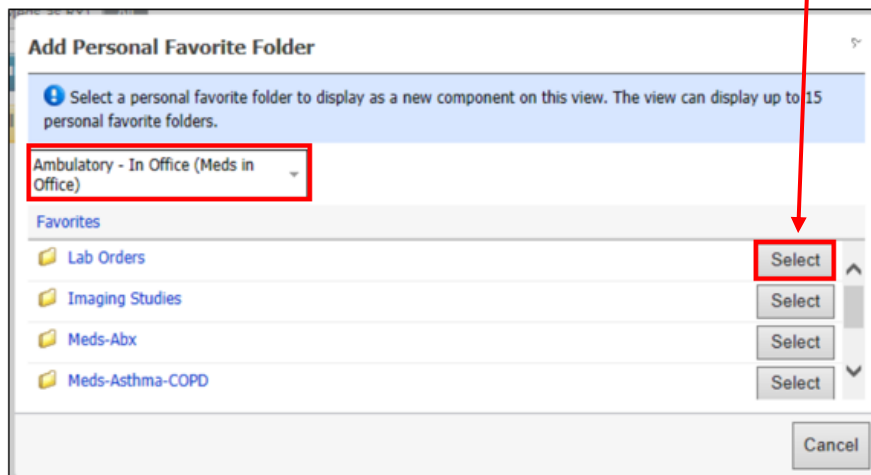
ADD FAVORITE FOLDERS TO QUICK ORDERS M-PAGE

1. Navigate to Quick Orders

2. From Quick Orders tab select the Settings drop down , select **Add Folder** and click **Refresh**




3. Select correct venue for Orders (**In Office** vs. **Meds as Rx**); click on **Select** for the Folder to add to Quick Orders M Page

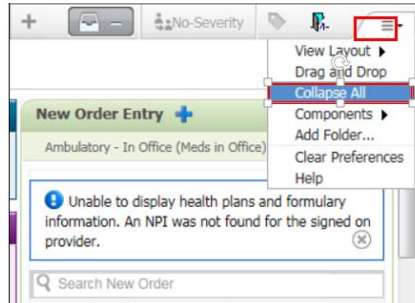
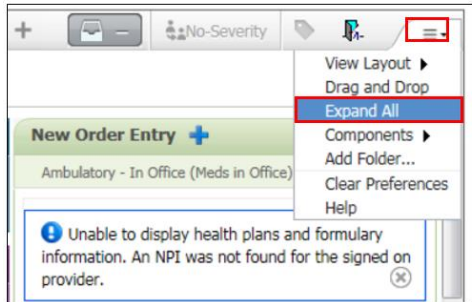


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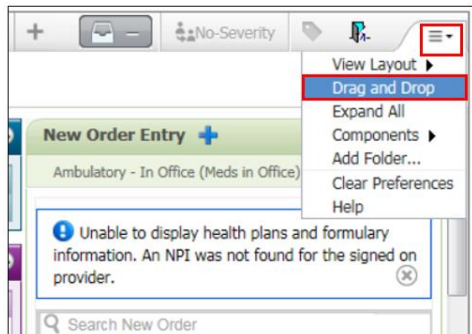
MHS GENESIS

Adding Folders to Quick Orders M Page

4. In order to arrange folders and see newly added folder, select the Settings drop down , then select **Expand All**, and then select **Collapse All**



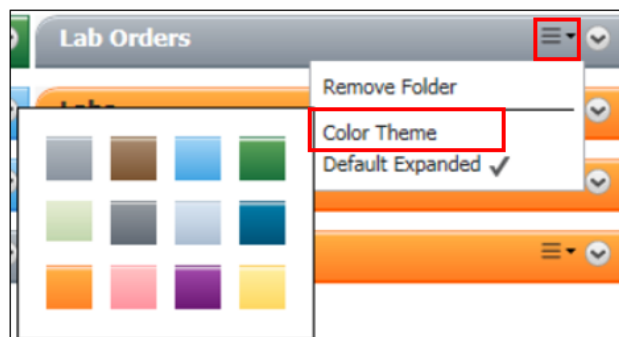
5. Select the settings drop down , then select **Drag and Drop** if you want to rearrange the Folders




6. Rearrange as desired with Drag and Drop checked

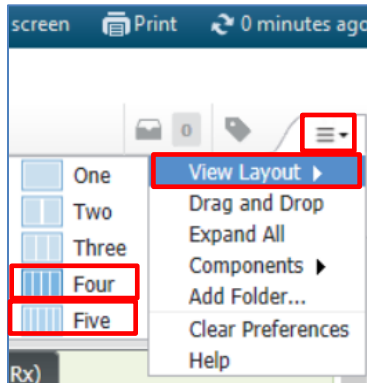



7. Modify **Color Theme** as desired by clicking the dropdown and selecting the desired color



Customizing View Layout

1. In Quick Orders, Select the Settings Drop-Down  and select **View Layout**, and select the number of Views desired



2. Select the Settings Drop-Down  and select **Drag and Drop**. Rearrange Folders as desired.

