

Allergies: Creating Favorites Folders for Nurses

Cerner PowerChart EDUCATION

Favorites folders allow users to save frequently entered allergies and reactions. Once created, the folders will be available for all charts accessed by the user.

Create a Favorites Folder for Allergies

- 1. Open the patient chart. Select **Allergies** from either the demographic bar or the dark menu.
- 2. Click Add.
- 3. Enter the allergy in the Substance field.
- 4. Click the binoculars icon.
- 5. In the Substance Search window: a. Select the substance from the list.
 - b. Click Add to Favorites.
- 6. The Folder Maintenance window displays:
 - a. Click Create Folder.
 - b. A new folder displays.
- E Carolina Favorites
- d. Click **Enter** on the keyboard.

c. Name the new folder.

e. Click **OK** on the Folder Maintenance and Substance Search windows.

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Allergies

f. Open the new folder to view and select from the favorites list.

Repeat the steps above to create a favorite Reactions folder.



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Add to Favorites			OK Cancel						



Click Enter on the

keyboard



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Selecting Allergies and Reactions from Favorites Folders

- 1. Click into the Substance or Reaction field.
- 2. Select Favorites.
- 3. Select the Allergies or Reactions folder.
- 4. Double click on the substance or reaction.
- 5. The selected allergy or reaction now displays.





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Removing Allergies and Reactions from Favorites Folders

- 1. Click into the Substance or Reaction field.
- 2. Select the Allergies or Reactions folder to view contents.
- 3. Right click on the Allergy or Reaction term.
- 4. Select Remove.
- 5. The term has been removed from the selected folder.

NOTE: For additional information on entering allergies, refer to the Clinical EHR Education website.

Туре

***Substance** Seafood

