

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

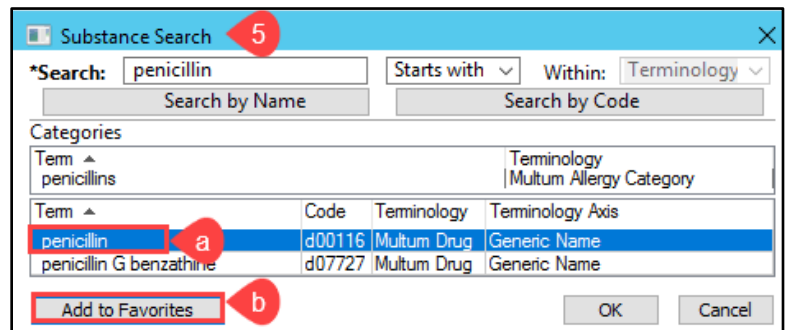
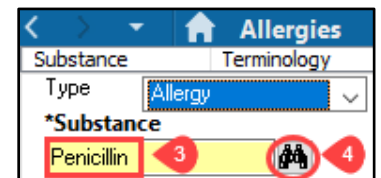
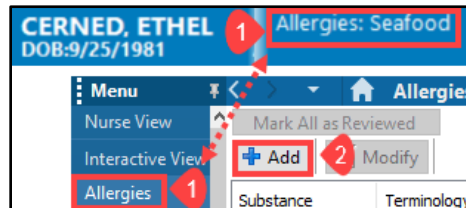
1. Open the patient chart. Select **Allergies** from either the demographic bar or the dark menu.

2. Click **Add**.

3. Enter the allergy in the Substance field.

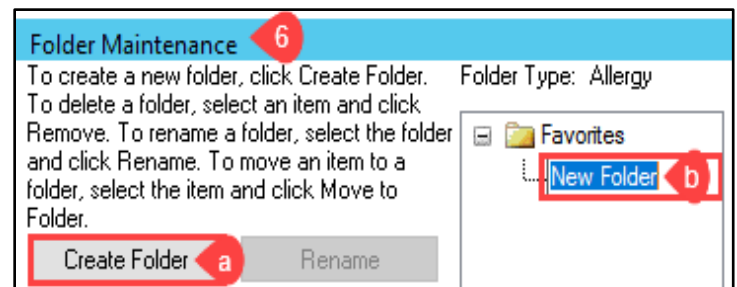
4. Click the binoculars icon.

5. In the Substance Search window:
 - a. Select the substance from the list.
 - b. Click **Add to Favorites**.



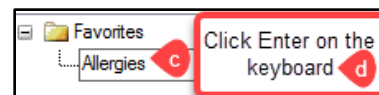
6. The **Folder Maintenance** window displays:

- a. Click **Create Folder**.
- b. A new folder displays.

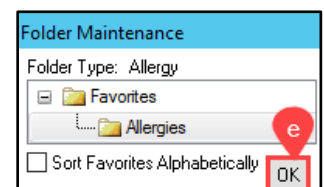
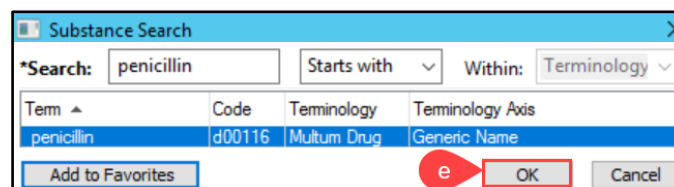


- c. Name the new folder.

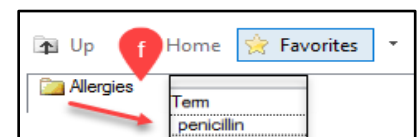
- d. Click **Enter** on the keyboard.



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



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



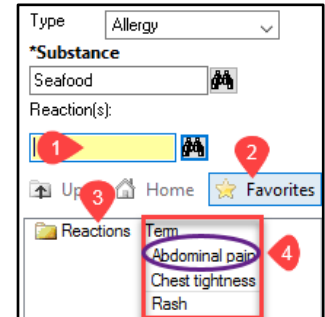
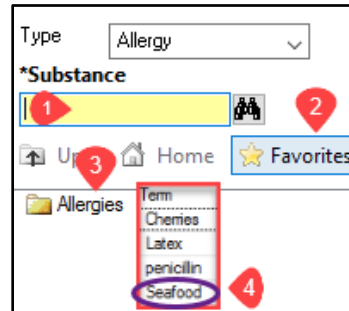
Repeat the steps above to create a favorite Reactions folder.

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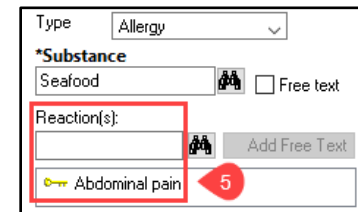
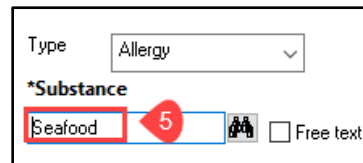
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Selecting Allergies and Reactions from Favorites Folders

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.

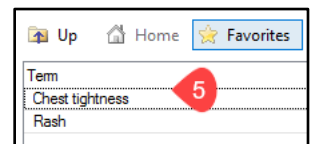
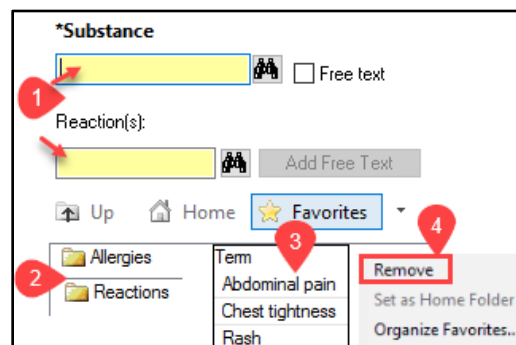


5. The selected allergy or reaction now displays.



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.