

Order Favorites and Folders for Providers and Clinical Staff

Center PowerChart Ambulatory EDUCATION

How to Favorite a Single Order

To favorite a single order:

1. Navigate to the Ambulatory Quick Orders and Charges (AMB QOC) MPage in the Provider View or Nurse View.
2. Click the + icon in the New Order Entry component to add a new order.
3. In the Add Orders window, search for and select an order.
 - a. Modify the Details of the order, if necessary.
4. In the Orders for Signature pane, right-click on the order and select **Add To Favorites...**
5. Select **New Folder** in the Add Favorite window.
6. Type a new name for the Favorites Folder or select a folder listed.
7. Click **OK**. This will create and add the order to the folder.
8. Favorites folders can be found in the New Order Entry component of the Ambulatory Quick Orders and Charges (AMB QOC) MPage.

