

Configuring Personal Favorite Folders

For personal order favorites to appear in the Patient Summary Tabs, the folder names must match the folder names defined in the configuration. If personal favorite folders are not already configured, you must configure them. This is a one-time process.

1. From the orders menu, click add order. Select the drop-down arrow next to the Star/Favorites icon, click Organize Favorites...



2. In the Add Favorites dialog box, click Create Folder.



Note: If you have an existing folder(s), you can simply rename it. i.e., Lab Folder, could be renamed to EDLP Lab

- 3. Enter each of the folder names exactly (case sensitive) as they are displayed below and click CLOSE.
 - a. EDLP Consults
 - b. EDLP EKG
 - c. EDLP Imaging
- e. EDLP Medications f. EDLP Patient Care

d. EDLP Lab

Adding Personal Favorite Orders

1. From a list of orders, right-click the order you want to save as favorite and select Add to Favorites.





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2. In the Add Favorites dialog box, select the appropriate category folder for the order. For example, assign the favorite Adenosine IVP order, to **EDLP Medications**.



3. Click **OK**. The order is now added to the favorites section of the Orders dialog box in ED LaunchPoint.

1edications					Copen Patient Chart 2 Refresh Medication Favor
le-order	Order	Date/Time	Ordered By	Status	Order Favorites Go To Orders
chedu	ed (3)				
	morphine (Morphine (Roxanol) 20 mg/mL ORAL CONC) 5 mg, Oral, ONCE	06/14/21 08:59:00	TSTAcctMack MD, EDDOC16 Lindsey	Ordered	Adenosine IVPush ***E0*** Morphine (Roxanol) 20 mg/mL. ORAL CONC 5 mg - Joral. Liquid, ONCE, Routine
	sodium chloride (Sodium Chloride 0.9% Pres. Free FLUSH) TS mL, IVPush,	05/12/21 20:00:00	Test MD, Physician	Ordered	Nitroglycerin Drip - TITRATE ****ED***
	q12nSTD sodium chloride (Sodium Chloride 0.9% Pres. Free FLUSH) 5 mL, IVPush, q12hSTD	05/12/21 20:00:00	Test MD, Physician	Ordered	acetaminophen Autoral Continuous Neb Soln Cefepime IVPB Diaudid VPush
RN/Ur	scheduled (13)				DTaP (Daptacel/Infanrix) Vaccine IM (age less than 7 years)
	Sodium Chloride 0.9% intravenous solution 1,000 mL (NS 0.9% IV BOLUS 1,000 mL) Bolus, IV, Stop: 06/14/21 12:26:00 EDT	06/14/21 09:26:00	TSTAcctMack MD, EDDOC16 Lindsey	Ordered	DuoNeb 0.5 mg-2.5 mg/3 mL inhalation solution ET Top SOLN R Bolus Monohne M
	Sodium Chloride 0.9% intravenous solution 250 mL (Sodium Chloride 0.9% IV SOLN 250 mL) Use when hanging IVPB infusion, IV, Stop: 06/11/21 12:22:00 EDT	05/12/21 12:23:00	Test MD, Physician	Ordered	Morphine IVPush Morphine SR TA8 ***ED*** Motin TA8 ***ED*** Rocephin VPush
	ondansetron (Zofran IVPush) 4 mg, IVPush, q24hr, PRN: Nausea and/or Vomiting	05/12/21 12:22:00	Test MD, Physician	Ordered	Sodium Chloride 0.9% IV BOLUS ***ED*** Sodium Chloride 0.9% IV SOLN ***ED*** Tdao (Boostrik/Adael) Vacine IM (are 7 years and older)
	prochlorperazine (Compazine IVPush) 5 mg, IVPush, q6hr, PRN: Nausea and/or Vomiting	05/12/21 12:22:00	Test MD, Physician	Ordered	☐ Tetanus-Diphtheria (Td), Adult IM ☐ Tetanus Immune Globulin IM
	senna (Senna FOR RANGE ORDER) 1-2 Tab, Oral, OHS,	05/12/21 12:22:00	Test MD,	Ordered	Toradol IM ***ED*** Zofran

Adding Selected Orders as Favorites

1. To add favorite orders already selected in Orders, right click an order and select to Add To Favorites.



2. In the Add Favorites dialog box, select the appropriate folder for the order and click OK. The order is now added to the Favorites section of the Orders dialog box in ED LaunchPoint.