## How to Make Favorites in the Medication Module

- 1. Go to the Medication Module
- 2. Click Prescribe New
- 3. Click on the tab to the right to select the area to add the medication favorite to. If you wish to create a new tab, click on the furthest right tab to create a new tab. Right-click on the new tab and select 'Rename' and enter the name of the tab.

💼 Medication Search					×	ighing	150.00 lb   68.0
File View							Encounter
Find:	<ul> <li>Search - Class;</li> </ul>			and the second s			3/25/2020 2:29:52 P
i ind.			Filters     Tose Formulary				3/25/2020 2:29:52 P
	Allergy	compounds hard to find F	RX Favorites	Refresh	• •	0	3/25/2020 2:29:52 P
				Merresin			8/14/2019 10:52:33
				Rename Group 🔹 🕨			
				Delete Group		y uay	11/22/2019 9:34:30
				Make Group Default		_	10/16/2019 9:36:07
						ery d	8/14/2019 10:52:33
				Options		0.2	8/14/2019 10:52:33
						Reco	ncile 🚿 Manage ef

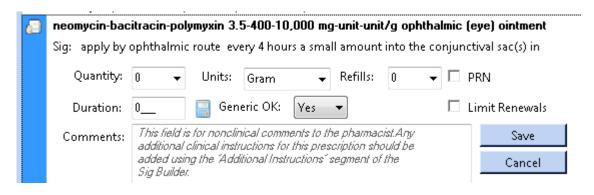
- 4. To make sure the medication gets into the correct tab, it must be highlighted.
- 5. Go to the Find field on the left and search for the medication to add.
- 6. Drag the medication into the grid field to the right.

nd: neomycin - Search - C	lass:	<ul> <li>Filters → Use Formulary</li> </ul>
	Allergy compounds hard to find RX	tonail ointment 🗙
miscellaneous powder		
🖶 🚈 neomycin-bacitracin-poly-HC 🛛 🗧		
🛓 🦉 3.5-400-10,000 mg-unit/g-1% opht		
📖 📴 Neo-Polycin HC		
😑 🚈 neomycin-bacitracin-polymyxin 👘 👘		
🖮 🧧 3.5-400-10,000 mg-unit-unit/g oph		
	Drag Medication(s) here to create ne	w Orders in the "tonail ointment" Order
area neomycin-bacitracnZn-polymyxnB	<u> </u>	oup

7. Once the Medication is in the grid, right-click on the medication and select Edit.

🔁 Medication Search File View			
Find: neomycin 👻 Searc	h 👻 Class:		<ul> <li>▼ Filters ▼   Use Formulary</li> </ul>
reomycin     S.5-400-10,000 mg-unit-unit topical :     Neo-Polycin     Neo-Polycin     Neo-Polycin	Sig: apply by Quantity: 0	n(neomycin-bacitracin-polymyxin y ophthalmic route every 4 hours a   <i>Units: Gram</i>   <i>Refills: 0</i>   <i>Duration:</i> bacitracin-polymyxin 3.5-400-10. y ophthalmic route every 4 hours a	a) 3.5-400-10,000 mg-unit-unit/g ophthalmic (eye) o a small amount into the conjunctival sac(s) in affected
← · · · · · · · · · · · · · · · · · · ·		Refresh Options	

8. After the Rx has been edited, click Save.



**NOTE:** Multiple tabs may be created to help organize the favorites (i.e., antibiotics, pain meds).

Find:	✓ Search	- Class:			<ul> <li>Filters → Use Formulary</li> </ul>			
		All	Antibiotics	Cardiology	Favorites 1	Pain Meds	Psych	•

9. To prescribe from favorites, select the tab and double-click on the medication.

Once favorites are created under the specific provider, the medical assistants will also see the favorites for the specific provider when they have the provider selected at the top of EMR.