Better Orders Display: Guide

Setting up the Orders tab into a slightly more clinically relevant manner, so it opens like this:



Making it easy to expand to show the active medication:



Turn the page for the guide!

1. Open the 'Order Review' preferences window

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ctions	Preferences			
	Toolbar			
ISS)	Order Entry			
worth,	Order Review			
_	Results	3		
- 18	Document Review			
	Document Entry			
Orde	Health Issues	nical		
	Maintain Health Issue Browse	-F		

2. Navigate to the 'Group/Sort By' tab

6	Personal Order View Options	
	Status/Priority Order Selection Department Group/Sort By Display Forma	at
	Default Group/Sort by Option: **Active Drugs**	
	Available Group/Sort by Options: 1!	5 / 16 included in QuickPick

3. Then click the 'Add' button to create a new layout

	£		
Status/Priority	Order Selection	Department	Group/Sort By
		D ++	

4. Give it a name then click on:

- Department
- then the rightward arrow to move Department into the list
- Status
- then the rightward arrow to move Status into the list
- Therapeutic Category
- then the rightward arrow to move Therapeutic Category into the list
- Order Date
- then the rightward arrow to move Order Date into the list
- Stop Date
- then the rightward arrow to move Stop Date into the list

When done, the first two items in the list should have had 'Group by' selected and the display should look like this:

🛞 Add New Group/Sort by Option					x
Name: **Active Drugs** Description:					
Customize the Group/Sort by Option					
Available Items Selected Items					
Entered by Entry Date Health Issues Home Med/Discha Order and Dispens	arge Orde se Type	Use the slider for grou Action	mber of levels you can s uping Attribute Department	Sort Order	
Order Date-Montr Order Name Order Session Typ	n ve	Group by	Status	Facility Sc	
Priority Requested by		- Sort by	Therapeutic Category Order Date	Ascending 👻	
Stop Date-Month Visit		- Sort by	Stop Date	Ascending 👻	
		Expand All Group by	Headers		•
Need Help? OK Cancel					

Next change the 'Expand All Group by Headers' to 'Collapse All Group by Headers' so the final screen looks like this:

🛞 Add New Group/Sort by Option 📃					
Name: **Active Drugs**					
Customize the Group/Sort by Option Selectable Items Available Items Entry Date Health Issues Home Med/Discharge Orde Order and Dispense Type Order Date-Month Order Name Order Session Type Priority Requested by Stop Date-Month Visit	Selected Items The maximum number of levels you can sort by is 3. Use the slider for grouping Action Attribute Sort Order Action Attribute Sort Order Group by Department Facility Sc Group by Status Facility Sc Sort by Therapeutic Category Ascending Sort by Order Date Ascending				
Need Help?	Collapse All Group by Headers	Cancel			

Then click 'Ok'.

Move across to the 'Display Format' tab:



Then click the 'Add' button again:



Don't worry, nearly there!

Give this new display format a name and from the 'Group/Sort by Options' dropdown choose the display format you created earlier:

🛞 Add New Display Format	×			
Name: JP drug list Description:				
Group/Sort by Options Select a group/sort by option for this display format	Date Options Based on date: Ordered			
Filters Select available filters to associate with this display format				
Available Filters Selected Filters Associated Status/Priority Image: Constraint of the selection Image: Constraint of the selection Department Image: Constraint of the selection Image: Constraint of the selection Rx Verified Image: Constraint of the selection Image: Constraint of the selection	I Value			
Show Select available options to associate with this display format				
Available Options Visit Details Health Issues Linked Set Details Requested By				
Need Help?	OK Cancel			

Then click Ok.

Finally make sure your new display format is set as the default for orders:

	Display Format Name	Include in QuickPick	Set as Default	
0	By Department	•	0	
9	By Department/Extended	•	0	
0	By Department/Status	•	0	
6	Home Med/Discharge Orders	•	0	
	JP drug list		•	
Ð	Order Entry Session	•	0	
9	Order Maintenance Details	•	0	
9	Paths, Linked and Pharmacy Sets	•	0	
0	THE REPORT		<u> </u>	
Only show display formats included in QuickPick			clude All Items in QuickP	
No Additional Information for the Highlighted Item				

That's it! You can close the Personal Order view options, move to another patient in EPR and test it works by clicking on the 'Orders' tab.