

Creating and Managing Rx Writer Favorite List

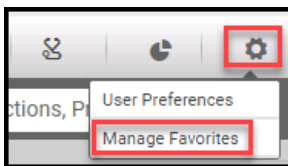
Add a Prescription to Favorite List at Prescribing


To save a prescription to your **Favorites** list at the point of entry, click the **star** symbol next to the medication. When saved, the **star** appears **green**.



Managing Prescription Favorites

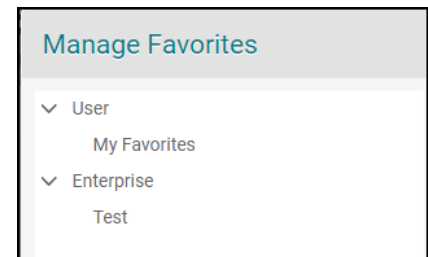
Use **Manage Favorites** to create one or more lists of predefined medications to quickly prescribe a medication for a patient.



- From the **Medication List** toolbar, click  (**Settings**), then select **Manage Favorites**.

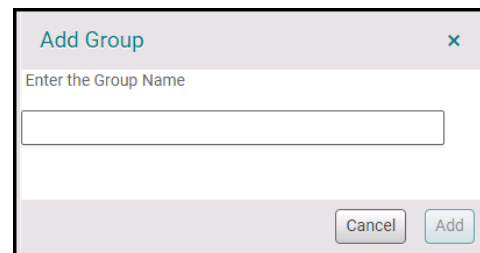
The **Manage Favorites** window appears.

- **User:** The list of favorites groups available only to you.
- **Enterprise:** The list of favorites groups available to all Prescription Writer users.



Add a favorite group
Create **Groups** to organize the medications in your favorites list.

1. Under **User**, select **My Favorites**.
2. Click the **Add Group** button.
*The **Add Group** window appears.*
3. Enter the name of the group in the **Enter the Group Name** field.
4. Click **Add**.

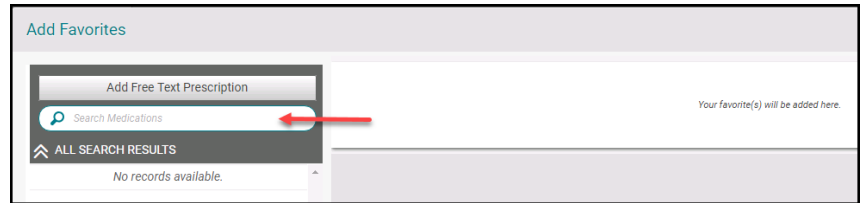


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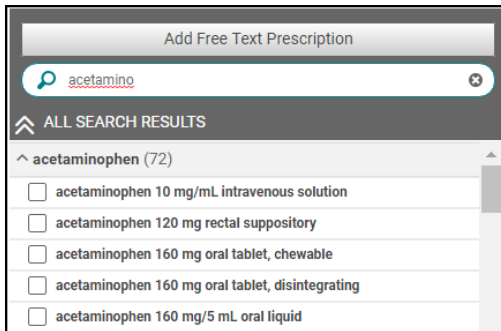
ADD A MEDICATION TO A FAVORITE GROUP

1. Under User, select the group you want to add the medication to.
2. Click the **Add Favorite** button.

The **Add Favorites** window appears.



3. In the **Search Medications** field, begin typing the description name of the medication. In the **Search Results** list, select the **medication dose** to add.



4. Complete the **medication dose details** in the right panel.
5. When complete, click **Add**.

Add a Prescription from a Saved Favorite

In the **Add Rx** window, initiate the search using the description name of the **Favorite Group** name.

