Additional Pre-Live User Settings: ED Physicians

Save your favorite Order Sets

To quickly access your commonly-used Order Sets, save them as favorites.

1. Open an Order Set that you commonly use.
2. Right-click the Order Set name and select **Add Order Set to Favorites**.
3. To open an Order Set from your favorites list, go to the **Orders** tab of the sidebar and click **Order Sets**. Your favorites list appears on the left. Your favorites also appear at the top of your preference list.

To delete an Order Set from your favorites, right-click it and select **Remove from Favorites**.

Add another clinician's Order Set as a favorite

If another clinician created a version of an Order Set that you like, add it to your favorites list for easy access.

1. Open a patient's chart and navigate to the **Orders** activity.
2. In the sidebar, enter the name of your colleague's User Order Set and press **Enter**.
3. Right-click the Order Set you want to add and select **Add to Favorites**.

You can't create your own version of an Order Set that you are borrowing from another user.

Create your own version of an Order Set

Watch POSS025: Order Set Personalization to see the benefits of updating this user setting.

If you often need to change details in an Order Set, you can create your own version of the Order Set, called a User Order Set. After you open a User Order Set for a patient, you can further customize the details for that patient.

1. Open an Order Set that you want to customize.
2. Click **Manage User Versions** and select **Create My Version**.
3. Enter a name that will help you remember this version of your Order Set.

    - For example, enter Mild Pneumonia. The version name you enter appears only to you and not to other physicians, so enter a name that makes sense to you.

4. Click the order details link to customize details such as the dose, frequency, and rate.
5. Select or clear the check box next to an order to customize which orders are selected automatically.
6. Click **Accept**. Your User Order Set is now open for you to use with the current patient and available from your favorites list for easy access in the future.

> To edit or delete a User Order Set, look it up in the **User SmartSets** activity and select **Edit This Version**.

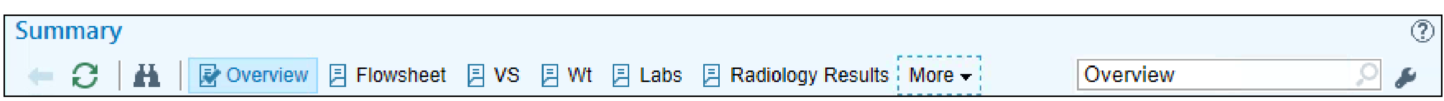
Create multiple versions of an Order Set

You can have different Order Sets for variants of the same problem. For example, you might create MRSA and pseudomonas variants of a pneumonia Order Set. You can do this without opening a specific patient's chart.

1. Use Chart Search to open the **User Order Sets** activity.
2. Click ▼ to expand My User Order Sets, select the Order Set you want to create a new version of, and click **Create New Version**.
3. Enter a name for your Order Set and edit the details as needed.
4. Click **Accept**. When you look up the Order Set in the future, a window will appear prompting you to choose the version you want to use.

Update your report toolbar

You can modify your report toolbar by adding or removing buttons, or by changing the order of the buttons or giving them new names. The report toolbar appears in many activities, such as Patient Lists and Summary, and looks something like this:



1. Click and select the reports that you want to appear as toolbar buttons.

    - Click **Add Current** to quickly add the report you are viewing.

2. Enter short display names (button names) so more buttons can fit on the toolbar.
3. Click the arrows (▼ and ▲) to change the button order. The first report will appear as a button on the left side of the toolbar.

4. Click **Accept**. The report buttons appear on the toolbar.

Customize the ED Track Board

1. Go to the Track Board.
2. Click the .
    a. On the **Choose Column** tab, you can update the columns that appear in a specific Track Board view by selecting that view.
        i. Search for available columns that you would like to add to a Track Board view.
        ii. Click **Add Column** to add a new column to the Track Board view.
        iii. Under **Your Columns**, delete any unwanted columns by clicking .
        iv. Select or clear a check box in the Full and SxS columns to show the corresponding Track Board column when the screen is in either the Full Track Board view or in the Side-by-Side Track Board view.
    b. On the **Arrange Views** tab, drag and drop Track Board views to the **Views in Drop-Down Menu** field to rearrange Track Board views to fit your preferences.
    c. Click **Accept All** when you are finished.

Customize the Follow-Up Section in Single Screen Dispo

1. Go to the **Dispo** activity. After you have selected a patient's disposition, go to the **Follow-Up** section.
    a. Within the Follow-Up section, you can update the suggestions to match your typical follow-up instructions.
2. To add a user or group with which you typically follow up, click **Other - Lookup**.
    a. Search for a specific provider, specialty, or care team.
3. Update follow-up specifications to meet your needs.
    a. Click to favorite an item, such that this follow-up preference appears for all patients.
    b. You can also add a user who isn't found within Epic by clicking **Other - Free Text**, or add your Emergency Department as a favorite by clicking **ED**.
    c. Click to rearrange the order of the follow-up items.
4. You can also specify the available speed buttons for follow-up frequency and follow-up reason.

a. Select a follow-up provider or location.
b. Click next to the follow-up frequency speed buttons.
c. Use the Follow-Up - Edit Speed Buttons window to edit, add, or delete frequency options. Rearrange your choices by selecting either **Move Up** or **Move Down**. Click **Accept** when you are done.

5. Follow the same process to specify your speed buttons for follow-up reason.

Speed up discharge with customized speed buttons

Save time during discharge by making buttons for your most frequently used selections.

1. In the **Follow-Up** section of the **Dispo** activity, click next to the buttons for when and why the patient should follow up.
2. Edit the **Frequency** or **Reason for follow-up** fields as needed.
3. Click **Move Up** or **Move Down** to change the order in which the buttons appear in your navigator.
4. Click **Accept**.