

Select Orders Preferences for Surgical Oncology

Epic allows you to create your own order preference defaults to make searching for orders simpler. To setup order preferences follow the instructions below

1. Close all patient encounters first
2. Click on the EPIC button
3. Click on Tools
4. Click on Patient Care Tools
5. Click on preference list composer
6. Click on Copy User at the bottom right
7. For User type "Solomon, Naveenraj"
8. Search for "Orders Inpatient" and "Orders Outpatient"
9. Click "Merge"

****This will merge orders for surgical oncology into your orders preferences****

10. Exit out of the preference list composer
11. In a patient Encounter at the bottom next to add orders
12. This brings up the preference list and click "Only Favorites"
13. You can modify and adjust the preference list composer as you like for yourself
 - it is an easier way to get to orders than typing them out each time.
 - there are tip sheets on ONE portal for modifying them

