

**Workflow for:**  Internal Medicine  Pediatrics  Family Medicine  Specialty  
 Clerical  Clinical  Provider

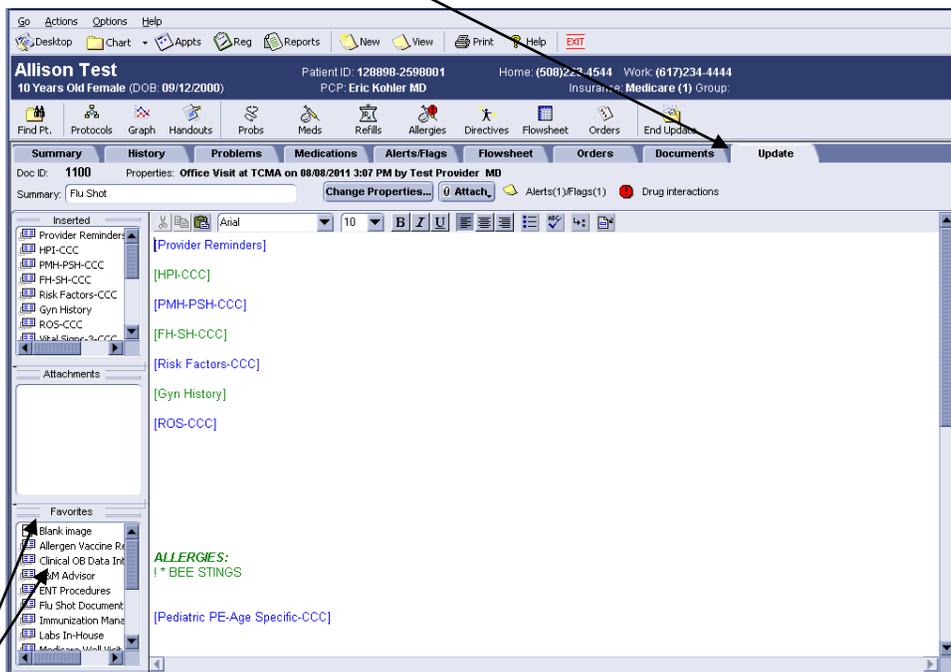
**Date Initiated: 8/8/11**

**Pages: 3**

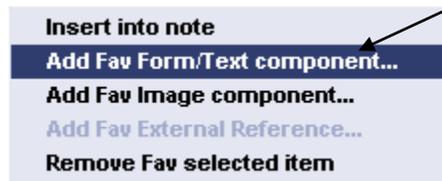
**Approved by: On File**

**Centricity: Adding Forms to Favorites**

You must be in an “Update” to add forms to your favorites.

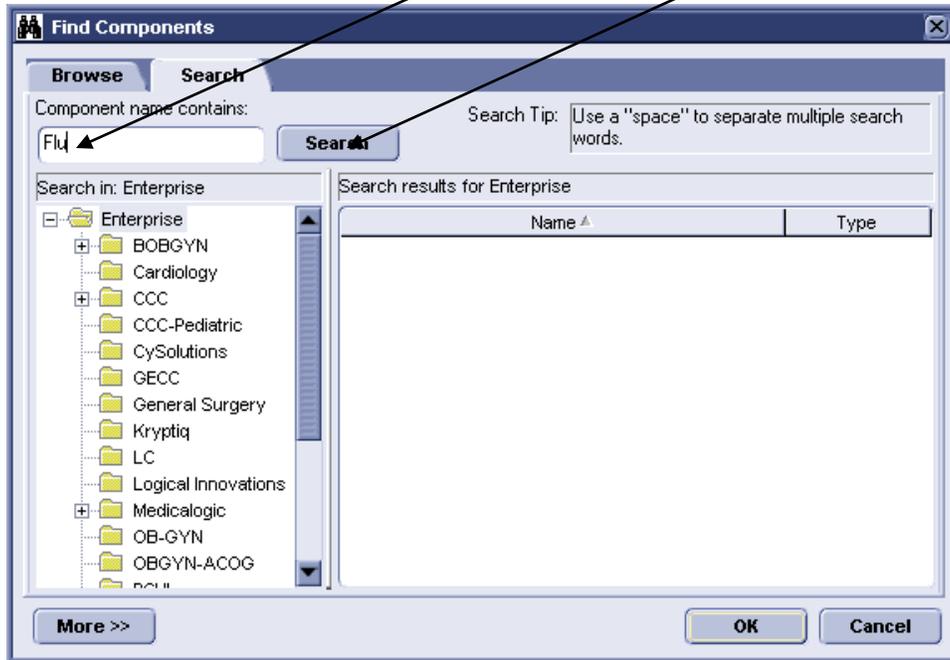


Right click anywhere in the Favorites box and select “ Add Fav Form/Text component...”

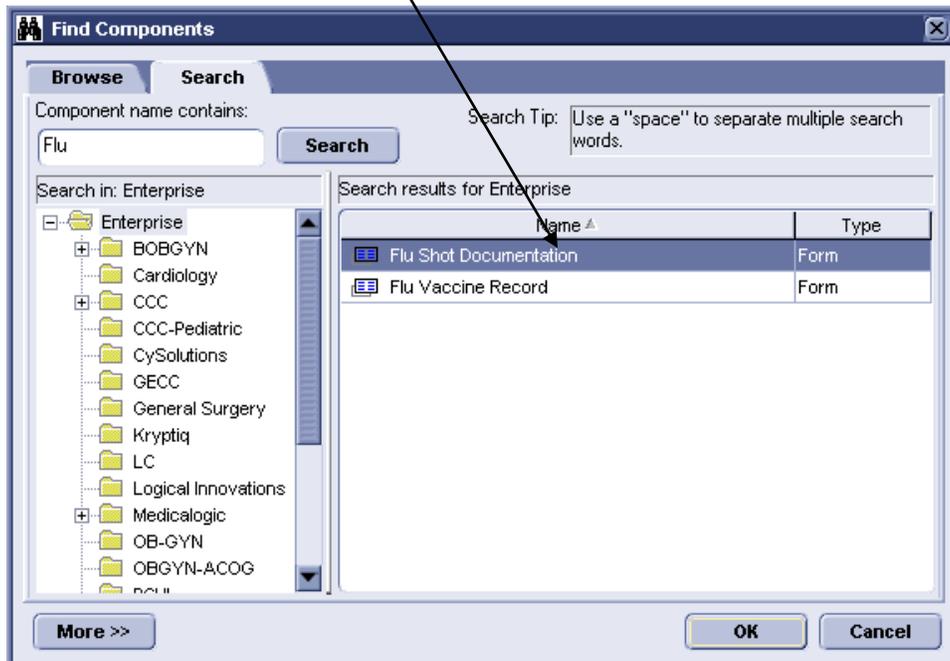


The Find Components screen will display, from the Search Tab, enter a word contained within the name of form you are searching for. Ex) Flu Shot Documentation

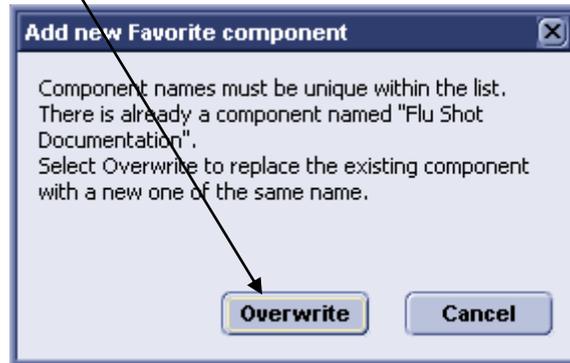
Click "Search".



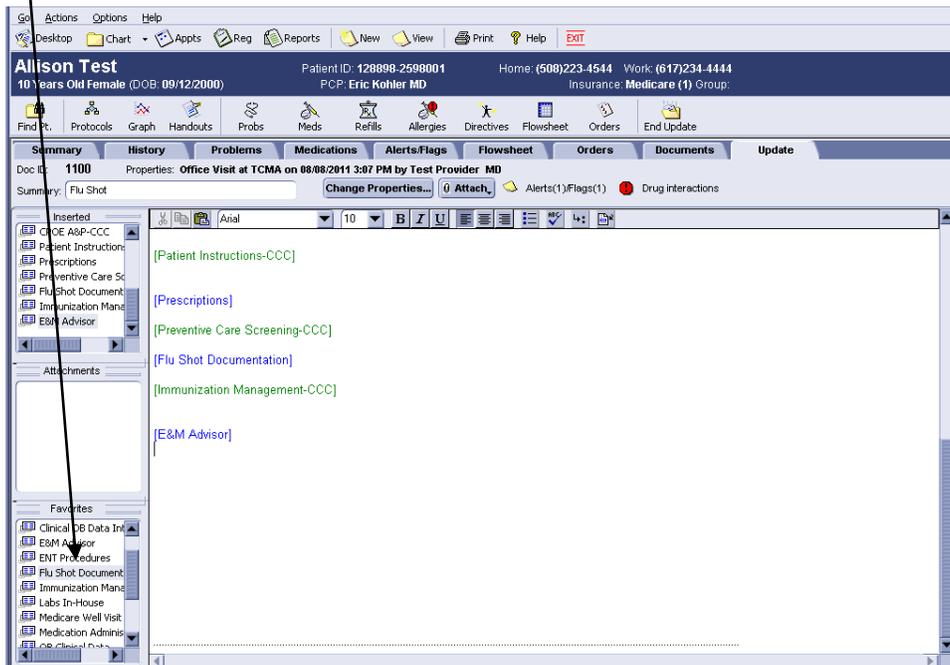
Double click to select the form.



If the form already exists in your favorites the following pop up will display  
Select Overwrite to replace with the newest version.



The form is now saved in your Favorites box.  
You can now double click on this form to add to any Update.



This process can be repeated to add commonly used forms for easy access with any Update.

**\*\*Occasionally updates are made to forms,  
changes will not auto update in the forms saved in your favorites.**

**We must replace the form by following the above steps to ensure  
the most current version is being used.**