

Workflow for: ⊠ Internal Medicine ⊠Pediatrics ⊠ Family Medicine ⊠ Specialty

 $\Box \ Clerical \qquad \boxtimes \ Clinical \qquad \boxtimes \ Provider$

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".				
H Find Components	/			0	
Browse Search Component name contains: Flu Se	ar st i	Search Tip: Use a "spa words.	ce'' to separate	multiple search	
Search in: Enterprise	Search resu	uts for Enterprise Name ≜		Туре	
More >>			ОК	Cancel	

Double click to select the form. $\$

Find Components				×
Browse Search				
Component name contains:		Search Tip: Use a "spa	ace" to separate m	ultiple search
Flu	Search	words.		
Search in: Enterprise	Search res	sults for Enterprise		
Enterprise	▲ [Name 🔺		Туре
E	📕 🔲 Flu S	Shot Documentation		Form
Cardiology	🗐 🛛 🖽 Flu 🗤	/accine Record		Form
			· · · · · · · · · · · · · · · · · · ·	
GECC				
🛁 General Surgery				
🧰 Kryptiq				
- 🗀 LC				
- Eogical Innovations				
OB-GYN				
More >>			ОК	Cancel

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.

<u>**Occasionally updates are made to forms,</u> 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.