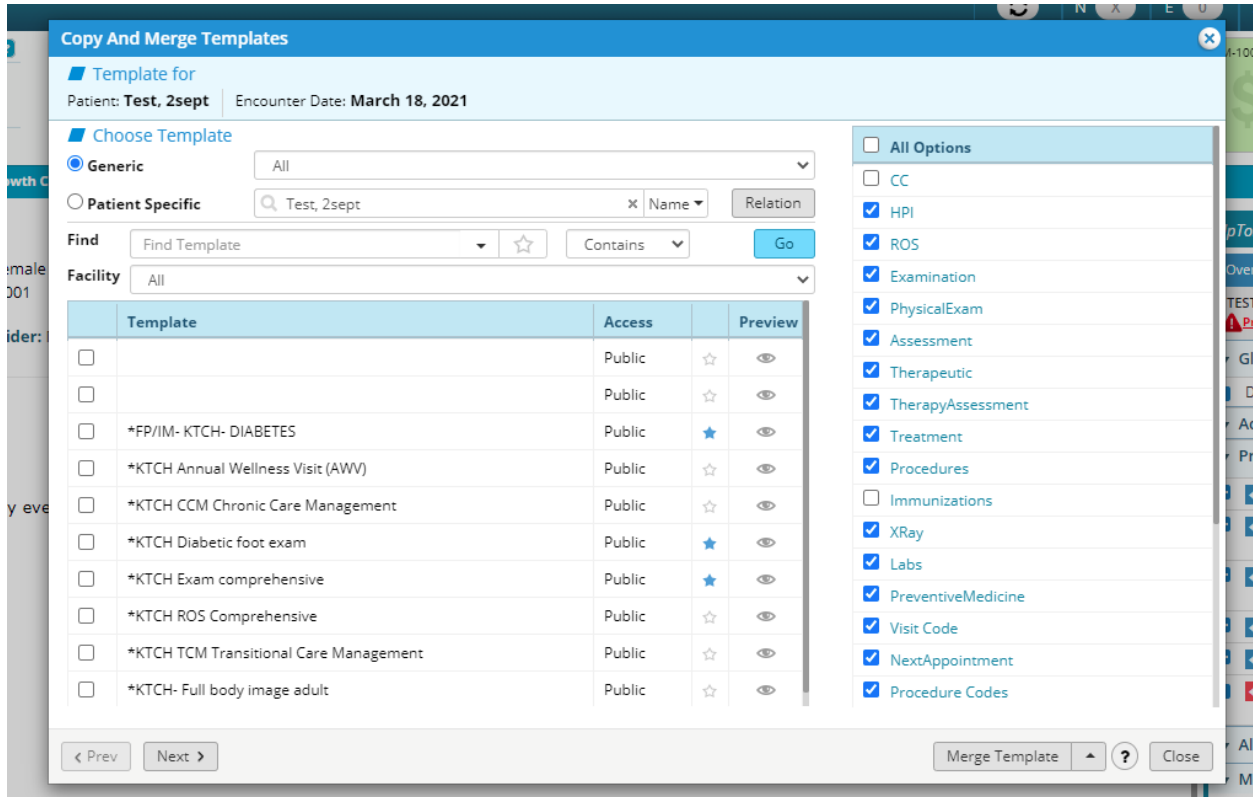


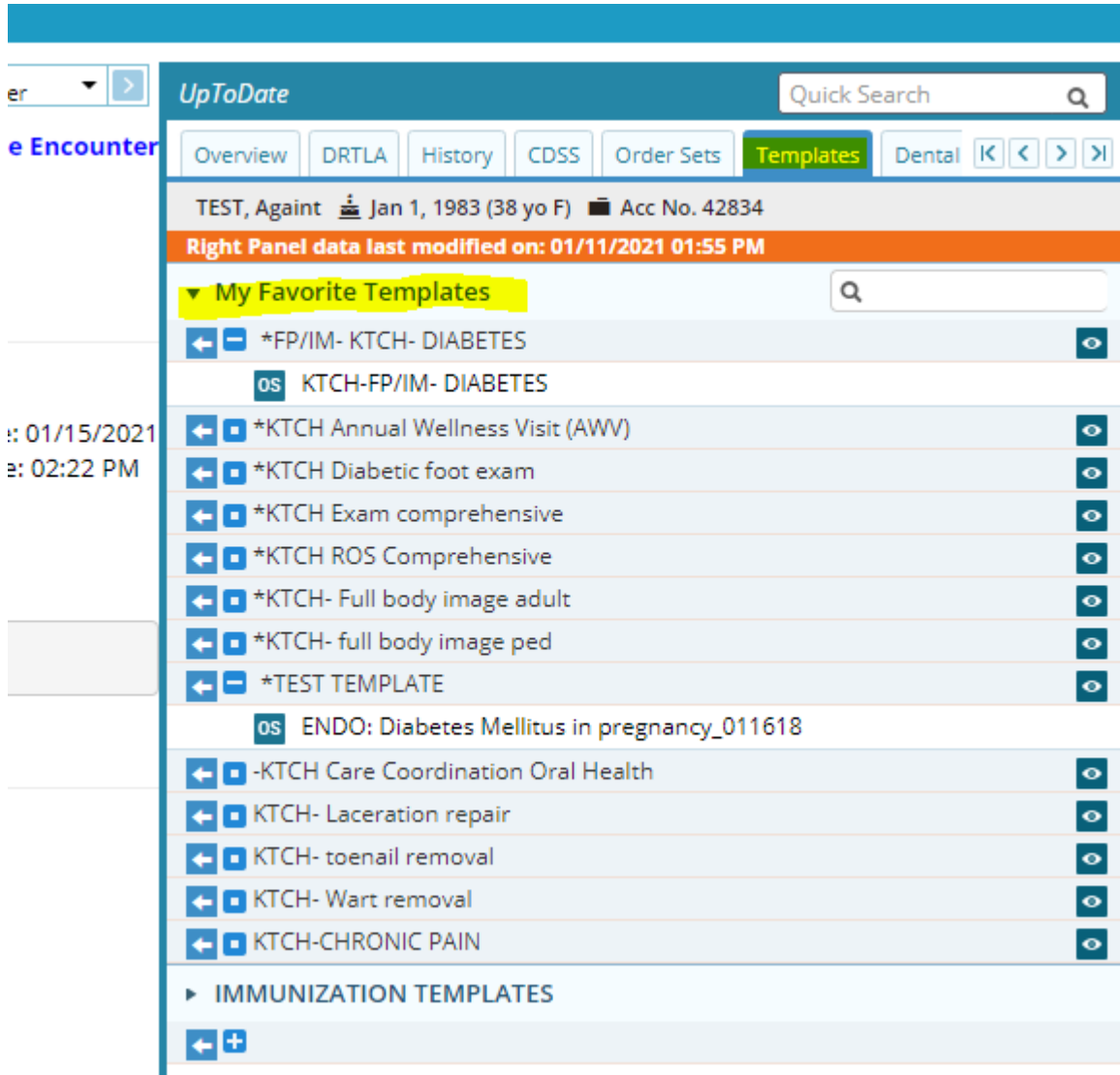
Procedure for Making Templates Favorites.

- In eCW, open a progress note
- Select Template on the bottom toolbar.
- Select the radio button for Generic & verify that the dropdown says “All”



- In the template listing, select the star next to the template you want as a favorite. It will turn blue.

- Once close the template box, click on the template tab of the right chart panel to see your favorites.



The screenshot shows the UpToDate interface for a patient named TEST, Againt, born Jan 1, 1983 (38 yo F), with account number 42834. The 'Templates' tab is selected in the right panel. A section titled 'My Favorite Templates' is highlighted in yellow. Below this section, a list of templates is displayed, each with a blue arrow icon on the left and an eye icon on the right. The templates include:

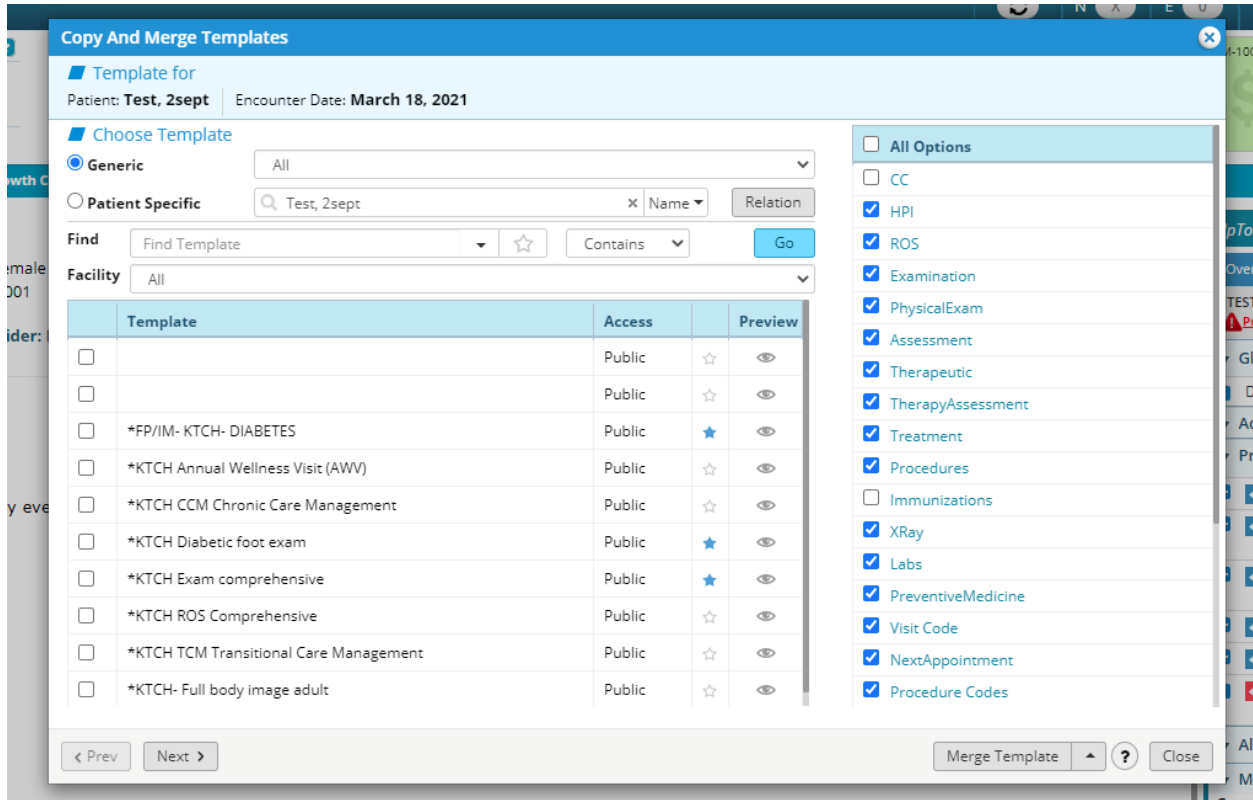
- *FP/IM- KTCH- DIABETES
- os KTCH-FP/IM- DIABETES
- *KTCH Annual Wellness Visit (AWV)
- *KTCH Diabetic foot exam
- *KTCH Exam comprehensive
- *KTCH ROS Comprehensive
- *KTCH- Full body image adult
- *KTCH- full body image ped
- *TEST TEMPLATE
- os ENDO: Diabetes Mellitus in pregnancy_011618
- KTCH Care Coordination Oral Health
- KTCH- Laceration repair
- KTCH- toenail removal
- KTCH- Wart removal
- KTCH-CHRONIC PAIN

At the bottom of the list, there is a section for 'IMMUNIZATION TEMPLATES' with a blue arrow and a plus sign icon.

- In order to put the template into the progress note you click the blue arrow next to the template and hit Merge Template.
- You can create your own Templates to suit your needs.

Procedure for removing templates as favorites:

- In eCW, open a progress note
- Select Template on the bottom toolbar.
- Select the radio button for Generic & verify that the dropdown says “My Favorites”



- In the template listing, deselect the star next to the template you want as a favorite. It will turn white.