




# Tips & Tricks Weekly

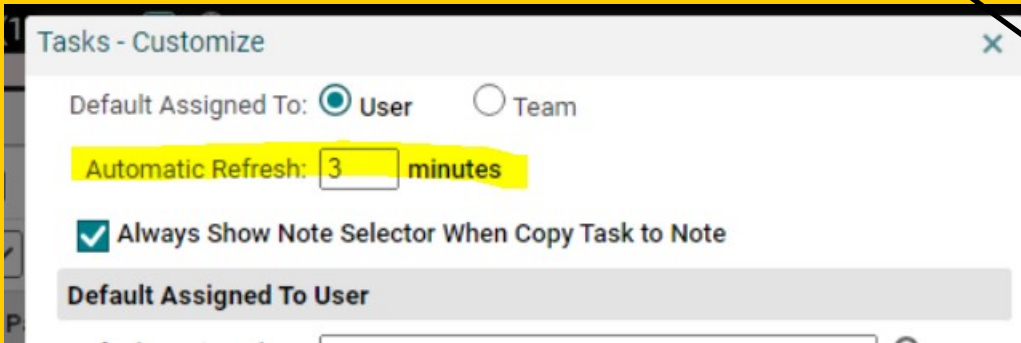
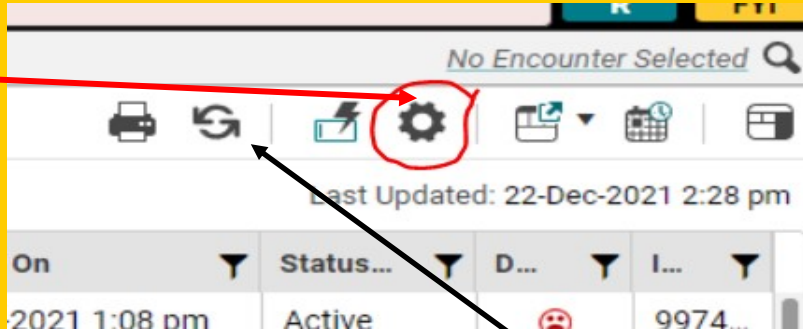


## Changing Task Refresh/Which NDC/Tablets > Capsules

Tasks refreshes and you lose your place or changes which task your working

- ◆ You can change how often your Tasks page refreshes.
- ◆ This will prevent the Tasks page from losing your place while you are working on a task.
- ◆ Keep in mind that if you have an urgent task, you may want to use the Refresh button  to get the urgent/newest stuff to show up.
- ◆ If it isn't broke, don't fix it. But the EHR team has had clinical staff ask about this issue.

1. To update your automatic refresh rate, click the gear box in the mid-upper right.
2. Update the automatic refresh rate to slower or faster as your workflow dictates.
3. Click Ok.



◆ The Refresh Now button to the left of the gear box.

- ⇒ Always use the NDC from the medication vial (even if it is different from the box). If you run into an issue, call the help desk.
- ⇒ Remember to never remove tasks. When in doubt, send to the helpdesk for guidance.
- ⇒ ATTN: **Tablets are better than capsules.** Most drug plans prefer that you order tablets in place of capsules.