

Creating an Order Group Folder for History items

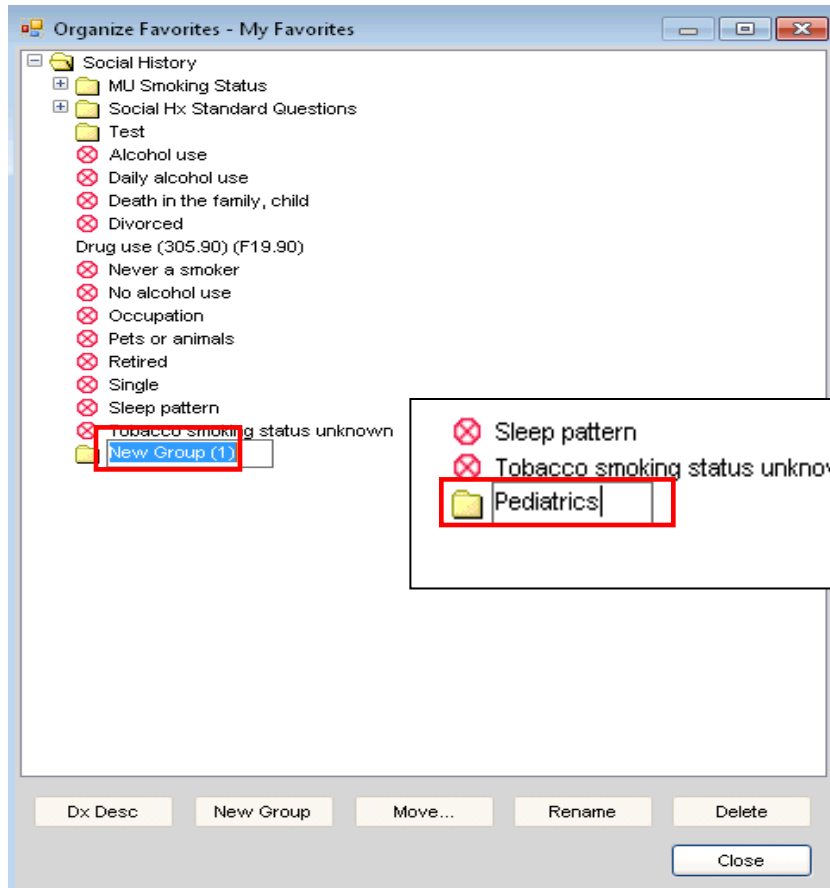
Note: The folders that are created for the History Builder items cannot be saved to your QuickList, so to find it, you will have to click the QuickList button to turn it off before you will see your folder(s).

1. Click on one of the history tabs (Active, PMH, PSH, Fam Hx, etc.)
2. In the white area, right click and choose **Organize Favorites**

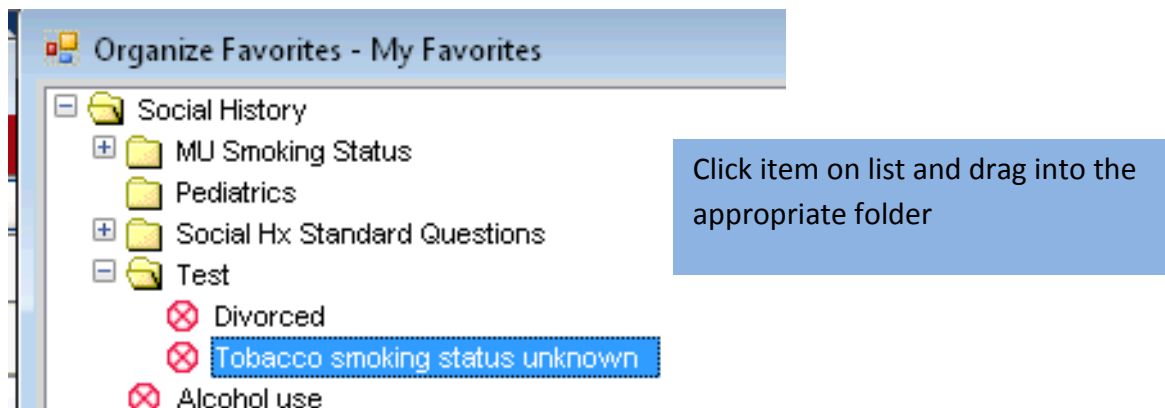
The screenshot shows the 'Add Clinical Item' window for patient TEST, LABCORP, 64 YO, M, DOB: 01Jan1950. The 'History Builder' tab is active, and the 'Social Hx' sub-tab is selected. The 'Quicklist' table is visible, listing various smoking status items with their corresponding ICD-9 codes. A context menu is open over the table, with 'Organize Favorites...' highlighted.

	Quicklist	ICD-9
	Current every day smoker	305.1
	Current smoker	305.1
	Current smoker on some days	305.1
	Former smoker	V15.82
	Heavy tobacco smoker	305.1
	Light tobacco smoker	305.1
	Never a smoker	
	Smoker, current status unknown	305.1
	Tobacco smoking status unknown	

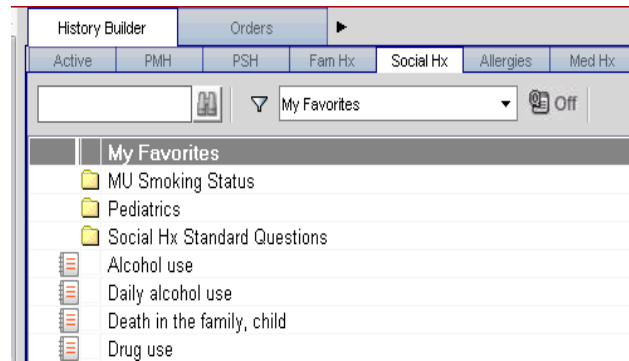
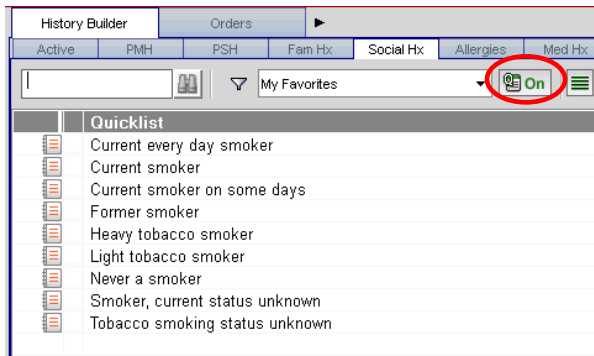
3. Click the **New Group** button. In the field next to the new folder, erase “New Group (1)” and type the name your new folder.



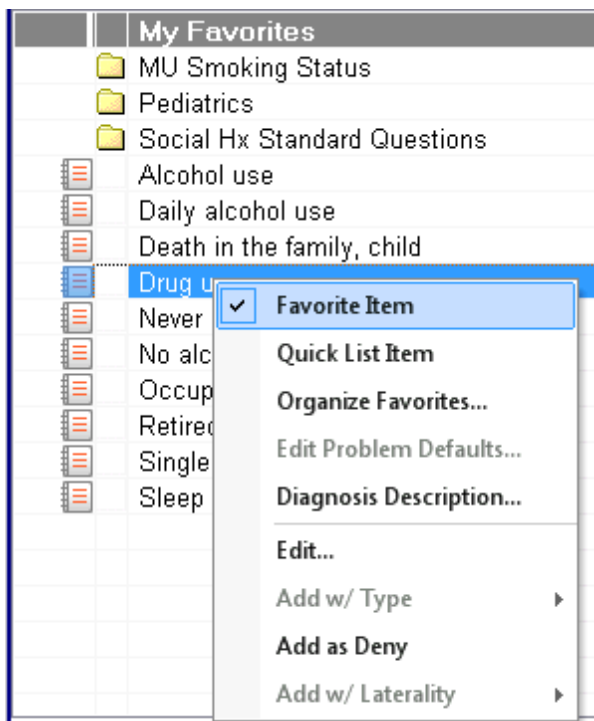
4. If the item you want to add to the folder is on your favorites list (and available on the Favorites screen), you can just drag it into the appropriate folder.



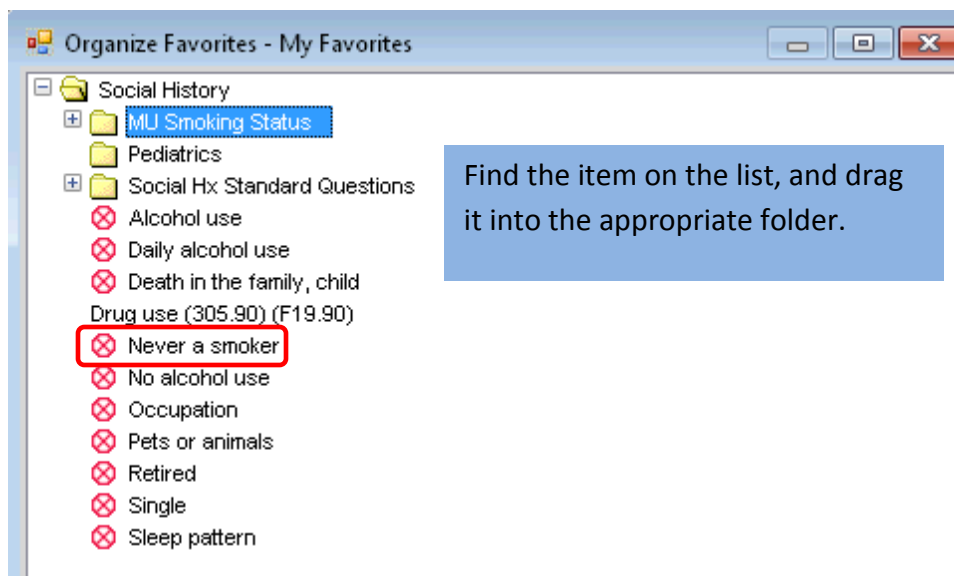
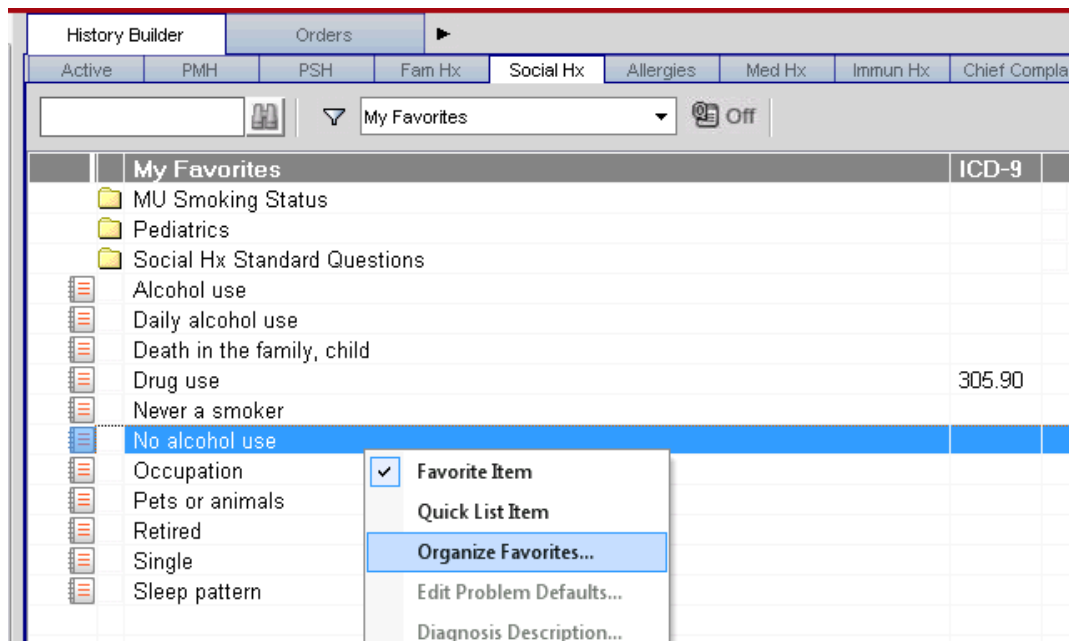
5. If the item is not available on this list, go ahead and click Close and go back to the ACI. **The folder will not be visible if you have your QuickList on, so turn that off to view the folder.**



6. Right click on the item you want to add to the folder and save it as a favorite.



7. Right click the item again and choose Organize Favorites.



Last updated 6/9/2014.