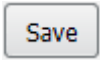


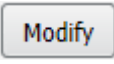
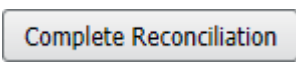
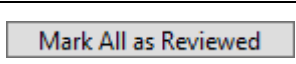

This Quick Reference Guide (QRG) reviews the workflows for documenting allergies.

Common Buttons & Icons

	Save button
	Refresh icon
	X Close button

	Modify button
	Complete Reconciliation button
	Mark All as Reviewed button

Document Allergies

➤ **From the Handoff workflow page:**

- STEP 1:** Navigate to the **Allergies** component.
 - STEP 2:** Click the **Add allergy** search field.
 - STEP 3:** Type the name of the allergy you want to document.
 - STEP 4:** Click the allergy from the search results.
 - STEP 5:** Click the **Reactions** field in the Allergy window that opens.
 - STEP 6:** Type the reaction.
 - STEP 7:** Click the appropriate reaction from the search results.
 - STEP 8:** Click the **Source** drop-down arrow.
 - STEP 9:** Click the appropriate source.
 - STEP 10:** Click the **Category** drop-down arrow.
 - STEP 11:** Click the appropriate category.
 - STEP 12:** Click the **Onset Date** drop-down arrow.
 - STEP 13:** Click the appropriate option.
 - STEP 14:** Click the **Comments** field.
 - STEP 15:** Enter your comment in the field.
 - STEP 16:** Click **Save**.
 - STEP 17:** Click the **X Close** button.
 - STEP 18:** Click the **Complete Reconciliation** button.
-

STEP 19: Click the **Refresh** icon.

Modify an Allergy

➤ **From the Handoff workflow screen:**

STEP 1: Navigate to the Allergies component.

STEP 2: Click the allergy you wish to modify.

STEP 3: Click the **Modify** button at the top of Allergy window that opens.

STEP 4: Update the appropriate fields.

NOTE: If you need to cancel or resolve an allergy:

- Click the Status drop-down arrow.
- Click the appropriate status.
- If you cancel an allergy, you can document why in the Reason field.

STEP 5: Click **Save**.

STEP 6: Click the **X Close** button.

STEP 7: Click the **Complete Reconciliation** button.

STEP 8: Click the **Refresh** icon.

Display Allergies Setting

➤ **From the Handoff workflow screen:**

STEP 1: Navigate to the Allergies component.

STEP 2: Click the Allergies header.

STEP 3: Set the display option using the **Display** drop-down arrow.

NOTE: Options are Active, Inactive, and All. The allergies will then display on the Handoff component based on your selection.

STEP 4: Click the **Home** icon to return to the previous window.