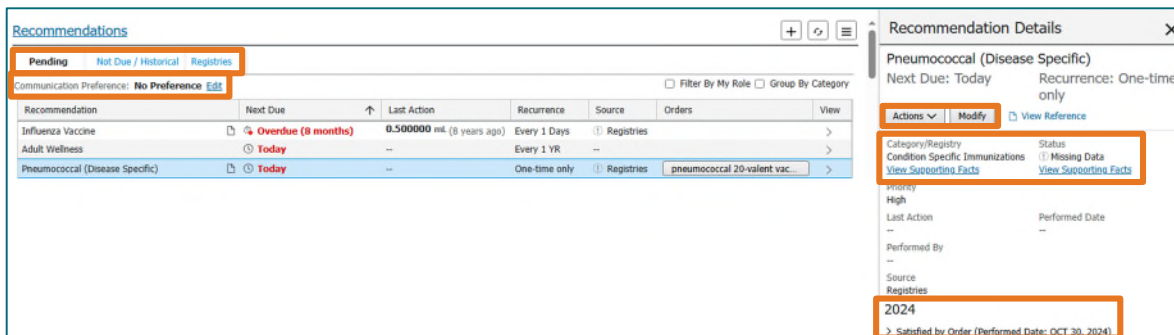



**Recommendations is a component within the Workflow MPages. The component will display Recommendations for patients for preventative measures based on age, gender, and diagnosis.**

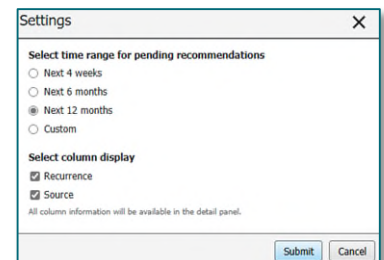
### ➤ Recommendations Component

- Displayed are columns for **Recommendations**, **Next Due**, **Last Action**, **Recurrence**, **Source**, **Orders**, and **View**.
- The view can be changed from **Pending** to **Not Due/Historical** or **HealthRegistries** by using the filters in the upper left.
  - Click **Edit** by **Communication Preference** to change patient preferred communication method.
  - Click the recommendation and then click **Modify** to modify the recommendation.
  - Click **Actions** dropdown to mark the recommendation as **Done**, **Discussed no action taken**, **Cancel Permanently (Provider Only)**, or **Patient declined after informed discussion**. Any linked forms associated to the recommendation or orders that can be placed will also be accessible in the dropdown menu.
  - Click the hyperlink **View Supporting Facts** under **Category/Registry** and **Status** to see any additional information.
  - Click the arrow to expand all historical data related to the recommendation.



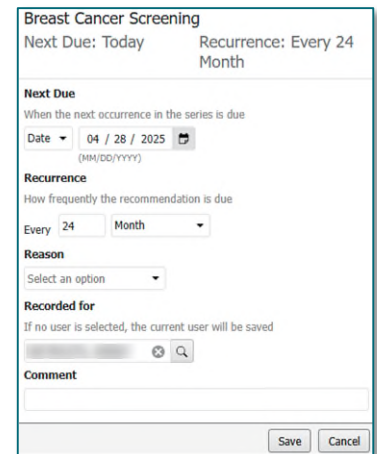
### ➤ Modifying the Time Frame of Recommendations that are Viewable

- The viewable time frame of the **Recommendations** component is defaulted to the next 4 weeks. This can be adjusted by selecting one of the other preset time ranges or create a customized one.
- Click the setting button  located in the upper right corner of the Recommendations component and select **Settings**.
- Select the **Time Range** to view or create a customized one in the Recommendations component.
- Click **Submit**.




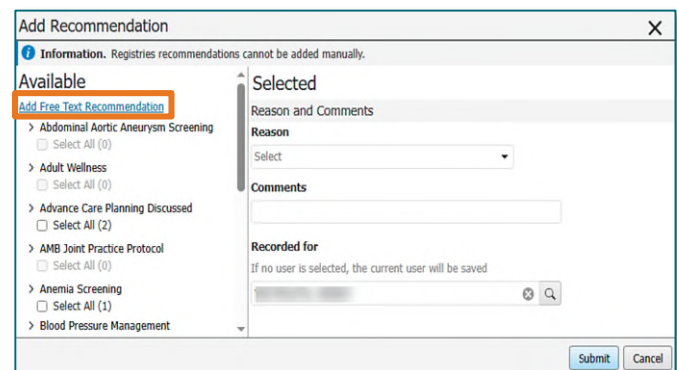
➤ **Modifying Recommendation Due Date**

- Click the recommendation and then click **Modify**.
  - From the **Modify** window, update **Next Due** date or **Recurrence** as applicable.
  - Choose a **Reason** for the change if appropriate.
  - Click **Save**.




➤ **Adding a New Recommendation**

- Click the **Add** button  in the upper right of the Recommendations component.
- From the **Add Recommendation** window, choose from the **Available** list in the left pane or click the hyperlink to **Add Free Text Recommendation**.
- Fill in the fields in the right upper pane as appropriate.
- Click **Submit**.



➤ **Manage My Role Filter**

- The **Manage My Role Filter** can be used to see only the recommendations that pertain to role.
- Click the setting button  in the upper right of the Recommendations component and select **Manage My Role Filter**.
- From **Manage My Role Filter**, choose from the **All** list to add to the **My Role** filter.
- Click **Submit**.

➤ **Filtering and/or Grouping Recommendations**

- Recommendations may be filtered in the **Recommendations** component by using the **By My Role** checkbox (to see only those recommendations selected in the **Manage My Role Filter**) and/or **Group by Category** checkbox in the upper right.

