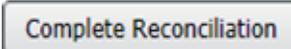


This Quick Reference Guide (QRG) demonstrates the workflows for documenting allergies.

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 desired allergy 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** dropdown arrow.
- STEP 9:** Click the appropriate source.
- STEP 10:** Click the **Category** dropdown arrow.
- STEP 11:** Click the appropriate category.
- STEP 12:** Click the **Onset Date** dropdown arrow.
- STEP 13:** Click the appropriate option.
- STEP 14:** Click the **Comments** field.
- STEP 15:** Enter the 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 desired allergy to modify.

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

STEP 4: Update the appropriate fields.

NOTE: To cancel or resolve an allergy:

- Click the **Status** dropdown arrow.
- Click the appropriate status.
- If canceling an allergy, 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** dropdown arrow.

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

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