Delete a Medication from the Favorites List

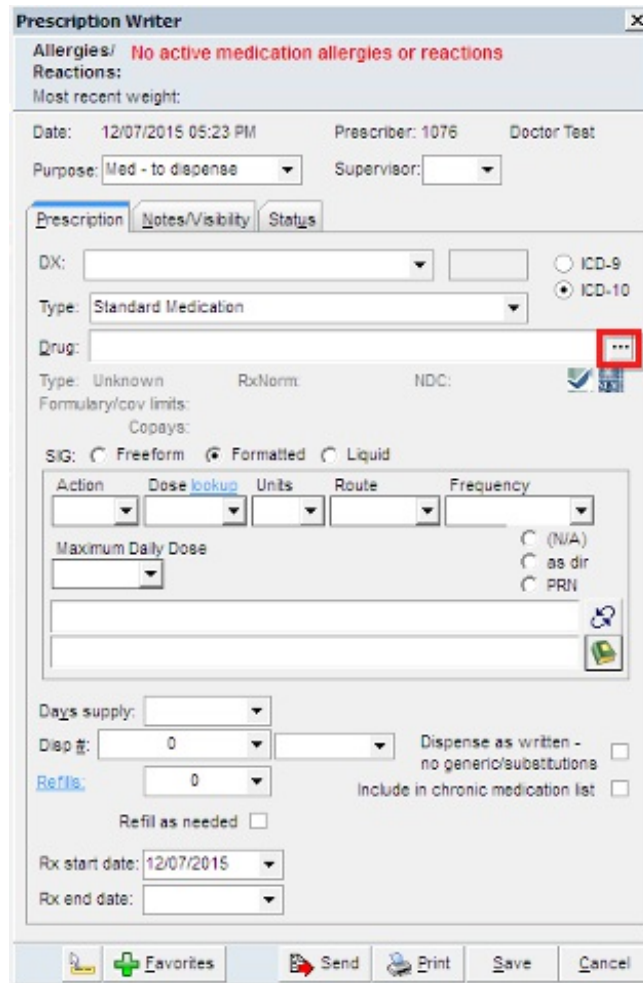Last Modified on 12/09/2019 3:46 pm EST

Version 14.19

> **Path: Utilities Menu > Manage Clinical Features > Medication Favorites (Keyboard Shortcut keys: [Alt][U][F][M])**

Overview

This section guides the users through the steps required to delete a favorite medication.

1. Follow the path above to reach the Medication Favorites window

   or

   a. From a chart, click the **Medications** button to open the medication list.
   b. Click the **green plus sign** button. The Prescription Writer win*dow* is displayed.
   c. Click the **ellipses** button to the right of the Drug Name field.

2. The *Medication Finder window* displays with the *All Favorites tab* is selected.
3. To expand a category, click the **plus** symbol.
4. Click to highlight the prescription in the grid that you would like to delete.
5. Click the **ellipse** button *under the Edit column*.

6. The Edit Drug Detail window displays.

Edit Drug Details

Record ID	30127
Template title	Focalin XR 15 mg
Category	ADHD
Privacy level	Any staff member
Allow proxy by non-prescribers	☐

Drug Description

Drug or Device	Focalin XR ⋯
Form	Capsule, Multiphasic Rel.50-50
Strength	15 mg
Licensing type	○ Brand ○ Generic ○ OTC
NDC #	00078049305
Rx Drug ID (required for alerts)	256423
Sig method	⦿ Freeform ○ Formatted ○ Liquid

Freeform Sig (max 70 chars each)

Line 1	Take 1 cap po qday for 30 days
Line 2	

Formatted Sig Components

Action	Take
Dose	1
Dose units	cap
− Liquids: Mg/Kg	
Per dose or per day	day
Doses/day	
Route	by mouth
Frequency	every day
Maximum daily dose	
Days supply	30
Quantity	30
Quantity units	capsule
Modifier	○ ○ u.d. ○ PRN

Notes

Prescriber note	

lookup recommended dosage/administration guidelines

[delete] [edit] [✓] [✗] [↻]   Ok   Cancel

7. Click the **delete** button.
8. A confirmation dialog box asks: Delete record?
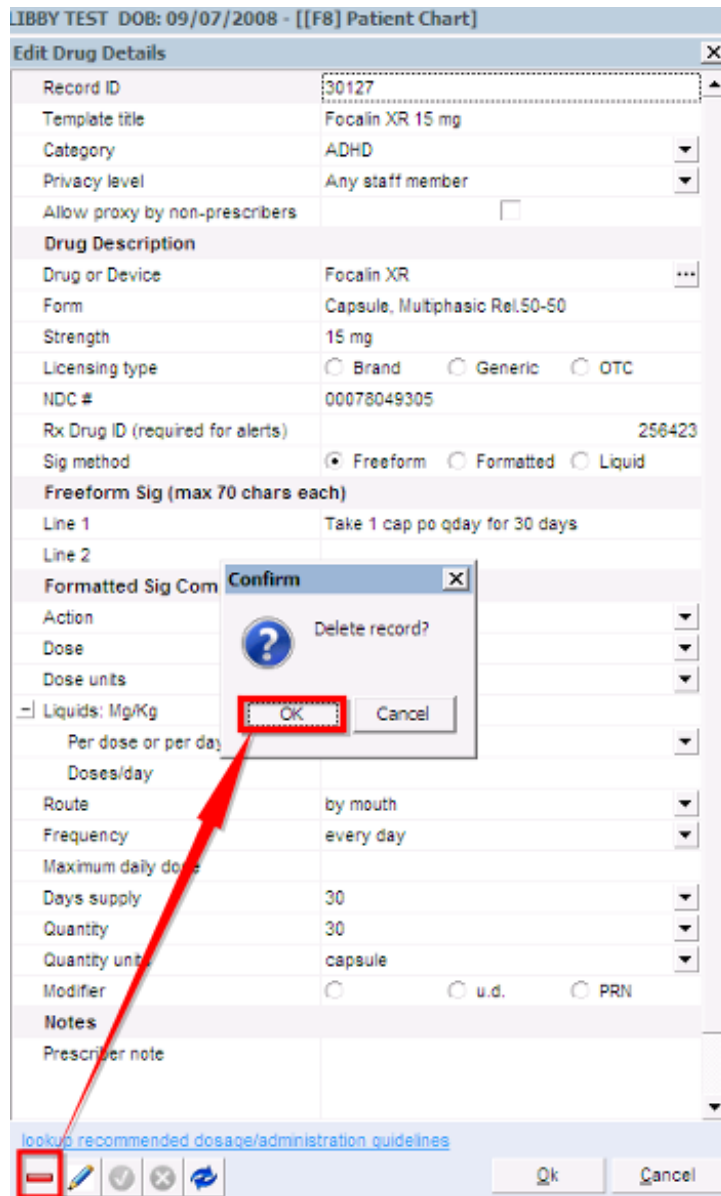
9. Click the **OK** button.
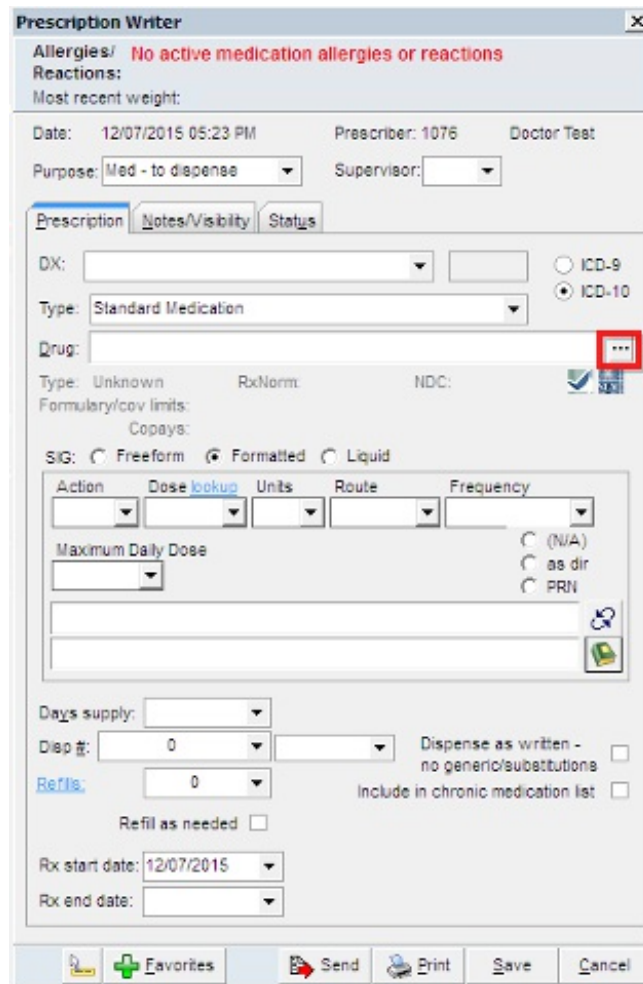10. The All Favorites list is displayed.

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➖ ✏️ ✔️ ✖️ ↻   O̲k   C̲ancel

7. Click the **delete** button.
8. A pop-up window will prompt you to confirm: "Delete record?"
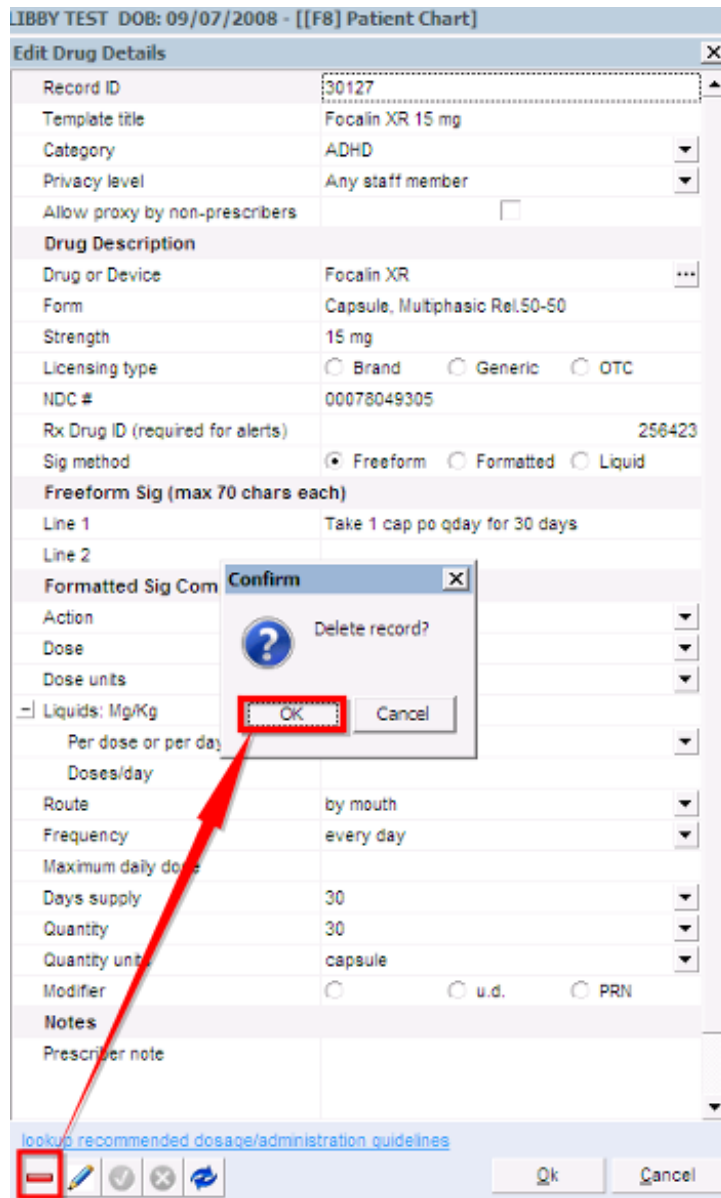
9. Click the **OK** button.
10. The All Favorites list displays.