

# Sorting Lists

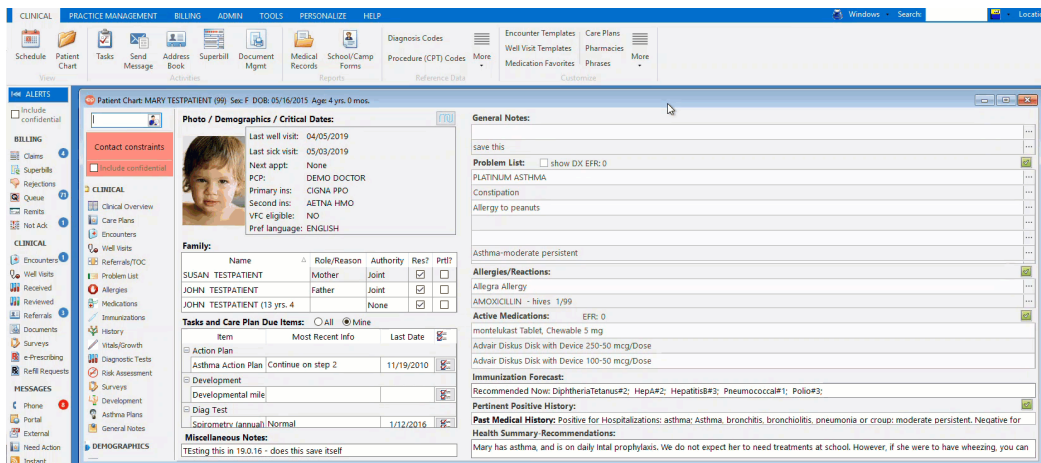
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Version 14.19

## Sorting Lists

In the OP software you have the capability of managing how you would like to see the order of lists. For example, in the image below for the Medications tab of the patient's chart you will see the following step demonstrated:

1. Navigate to the location of the list you would like to sort.
2. Click the **column header** to sort the information by descending or ascending order. You can click the column header multiple times until you get the order you want.
3. If you would like to save the sort, click the **Personalize** tab > **Active Forms** button to save the settings for the Active window. In this example, saving this preference means that the next time the Medications tab of a patient chart is opened, the list will *not* need to be sorted.



Version 14.10

## Sorting Lists

In OP 14 you have the capability of managing how you would like to see the order of lists. For example, in the image below for the Medications tab of the patient's chart you will see the following step demonstrated:

1. Navigate to the location of the list you would like to sort.
2. Click the **column header** to sort the information by descending or ascending order. You can click the column header multiple times until you get the order you want.
3. If you would like to save the sort, click the **Pref** button in the smart toolbar to save the settings for the Active window. In this example, saving this preference means that the next time the Medications tab of a patient chart is opened, the list will *not* need to be sorted.
  - To unsave your preference, hold **CTRL** on your keyboard, and click the **Pref** button. Then, confirm your change.

DEMO Logged In: THEO DODSON (1874CAM) on cmilano Patient: WILLOW J. PACHECO (5121) Sex: F DOB: 03/23/2010 Age: 7 yrs. 11 mos. - [[F8] Patient Chart]

PPE - Location: OPUC

Sched Rack Rgstr Insur Adr Bk Tasks Chart Chron Forms Super Acct Billing Docs Msgs Send IM e-Rx Preview Stamp Pref Chat

WILLOW J. PACHECO (5121) Sex: F DOB: 03/23/2010 Age: 7 yrs. 11 mos. No privacy restrictions

**Overview** Photo / Demographics / Critical Dates: Last well visit: 04/27/2015 Last sick visit: 05/18/2015 PCP: CORA NOEL Primary ins: BC-PERS CHOICE Second ins: VFC eligible: NO Preferred language: ENGLISH

**General Notes:** <No data to display>

**Problem List:**  show DX EFR: 0  
7486FD7314A03D87B0E326808986742EEF048FED9

**Allergies/Reactions:**   
No active medication allergies or reactions

**Active Medications:**  EFR: 0  
multivitamin Tablet

**Immunization Forecast:** Recommended Now: Flu- Seasonal#7;

**Pertinent Positive History:**   
**Past Medical History:** Positive for Serious injuries or accidents: 7/15-eyebrow lac (St. Mary ED); Frequent ear infections or sinus infections: episodic OM; Abdominal pain/GER: 4/14 celiac; Orthopedic problems: antebeg (xray neg 2/12). Negative for Surgeries, Hospitalizations.

**Family:**

Name	Role/Reason	Authority	Res?	Pr1?
RIVER PACHECO	Mother		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GLEN RIVER PACHECO	Father		<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHANDLER F PACHECO (5 yrs.	Patient	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DANTE PACHECO (2 yrs. 7	Patient	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Tasks and Care Plan Due Items:**

Item	Most Recent Info	Last Date
<b>Encounter</b>		
Preventive enc:	5-6 year well visit:	4/27/2015
<b>Measurement</b>		
Height	41.50 in/105.41 cm	4/27/2015
Weight	39.38 lbs/17.86 Kg (45%)	4/27/2015
Most recent BMI	16.074 (73%)	4/27/2015
<b>Screening</b>		
Hearing screen	NORMAL	5/18/2015
Vision screen	NORMAL	5/18/2015

**Vital Sign:**

**Miscellaneous Notes:**

**Health Summary-Recommendations:** Healthy patient with celiac disease, on gluten-free diet.