

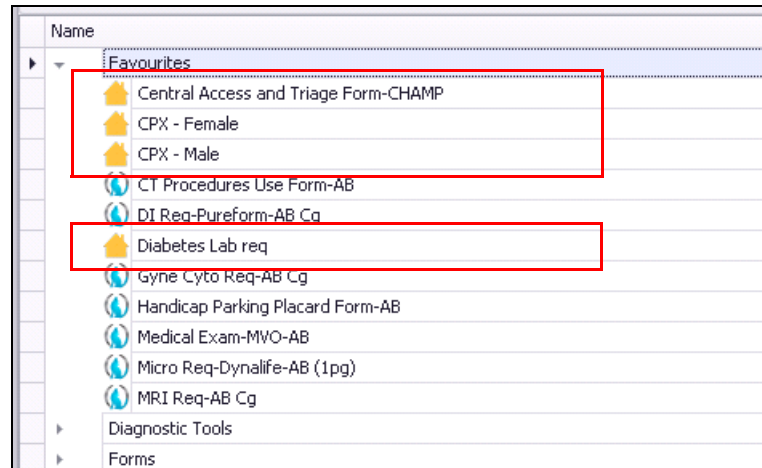
# Wolf EMR Order Sets

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If you fill out a requisition form with similar information for specific groups of patients (for example, you select the same core lab tests for most diabetic patients), you can create a customized copy of the SMART form with check-boxes and text fields pre-populated. Customized, pre-filled versions of SMART forms are called Order Sets.

Order sets display as “house forms” (with a house icon) in your list of SMART Forms. House forms are forms that have been created or modified by your clinic.



Order sets and other house forms are not maintained or updated by TELUS Health.

When you open an order set for a patient, you can edit the pre-populated data as needed before you print and save the form.

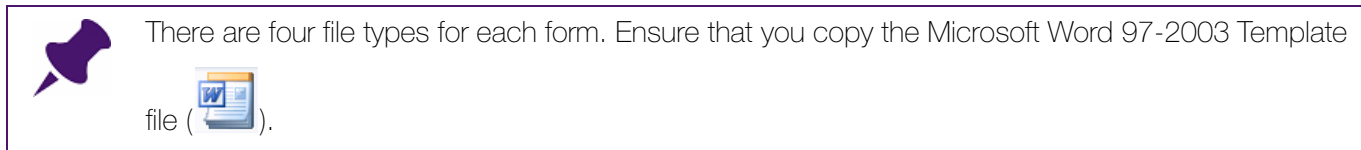
## Creating basic order sets

You create an order set by copying the SMART form's Microsoft Word 97-2003 Template file from the Wolf Master Templates Directory, and then pasting the template in your User Templates folder with a new name. From the User Templates folder, you can open, modify, and save the SMART form.

### Steps

1. Copy the SMART form template file from the Wolf Master Templates Directory folder:
  - a) Open the Wolf Master Templates Directory folder: On your data center desktop, click the **Start** menu, and then click **Computer**. In Windows Explorer, click **Local Disk (C:) > Program Files (x86) > Wolf > Wolf Lair > Data > Templates**

- b) Copy the SMART form template file: Right-click the file name, and then click **Copy (Ctrl + C)**.



2. Paste the template file to your User Template folder:
  - a) Open your User Template folder: On your data center desktop, click the **Start** menu, and then click **Computer**. In Windows Explorer, click **W: > Wolfdata > Templates**.
  - b) Open the **Order sets** folder. If an **Order sets** folder is not available, create a new Order sets folder.
  - c) Paste the SMART form template file: Right-click the folder window, and then click **Paste (Ctrl + V)**.
3. Open the SMART form template file: Right-click, and then select **Open**.
4. Fill in the form with the default information you want, and then save the form. The order set is now available to use in Wolf EMR.



#### Tips for creating order sets

- **Naming order sets:** Use a name that describes the purpose of the order set (for example, "Male Diabetic over 50 Lab req"), also if only one user will be using the order set, consider including the user's initials in the name.
- To open and edit the Word template, right-click the file, and then click **Open**. Avoid double-clicking the file to open it, or the changes you make will not be saved.
- You can create as many order sets as you want for one SMART form.
- If you just created an order set and it is not available on your SMART forms list, close the Workdesk and re-open it.
- You can make an order set into SMART form favourite.

## Combining multiple forms into one order set

If you often use a complete set of forms for certain types of patient visits (for example, prenatal tests), you can combine multiple forms into one order set.

### Steps

1. For the SMART forms you want to combine, copy the Microsoft Word 97-2003 Template files from the Wolf Master Templates Directory, and then paste the files into the Order sets folder in your User Templates folder.
2. Open the first form to display in the order set.

3. Remove any editing restrictions on the template: Click the **Developer** tab, and then click **Restrict Editing > Stop Protection**.
4. Save the template with a new name, using a name that describes the purpose of the order set (for example, "Prenatal exam forms").
5. Open the Word template for the next form to display in the order set. Remove any editing restrictions on the form, copy the contents of the entire form, and then, paste the form's contents in the first template.
6. Repeat Step 5 for all other forms to be included in the order set.



#### Tips for combining multiple forms into one SMART form

- When you open a Word template, always right-click the file, and then click **Open**. Avoid double-clicking the file.
- In Microsoft Word, ensure you enable the **Developer** tab and set bookmarks to show before you make modifications to the SMART form.
- When you copy and paste contents from one template into another template, use the following shortcuts in Microsoft Word:
  - **Ctrl + A**: to select a document's entire contents.
  - **Ctrl + C**: to copy the selected content.
  - **Ctrl + End**: to take you to the very bottom of a document.
  - **Ctrl + V**: to paste copied content.
- If a form is built in a table, ensure you place your cursor below the table before you paste the contents of the next form.
- If there are identical bookmarks used between the combined forms (for example, patient last name [**PatientLName**]), only the first bookmark remains and all remaining instances disappear. Re-add the bookmarks, but with a unique number following the bookmark name (for example, **PatientLName2**).
- After you finish creating the order set, ensure you restrict the form to be fill-in only.

For more information



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