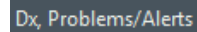# EMR Quick Reference Guide

Alerts - Add Alert

1. Click on **Dx, Problems/Alerts** from the Table of Contents (TOC)

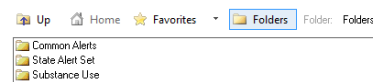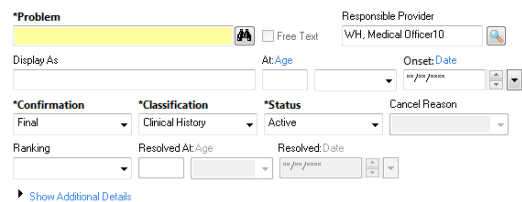2. Click on **+Add** under '**Problems**' to add an alert as seen here →

3. Select appropriate **Folder** 'Common Alerts', 'State Alert Set', **or** 'Substance Use'

4. This will open out into multiple folders

5. Click on appropriate **Folder**

6. **Double click** on the alert and complete relevant information, then click **OK** to submit in to patient chart

7. **Refresh** page and verify the alert has been 'Recorded' in the blue banner bar.
   Note: The actual details of the Alert are not displayed on the **Banner Bar** due to privacy considerations.

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