




This Quick Reference Guide will explain how to:

Add an Alert in EMR

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

Dx, Problems/Alerts

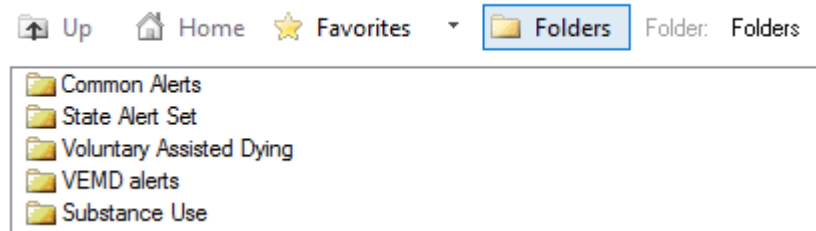
2. Click on  under 'Problems' to add an Alert.



Important- Use folders to add alerts

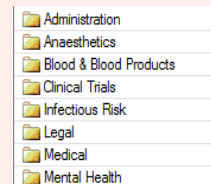
- Alerts need to be added via the folders or it will not show up as **'Recorded'** in the blue banner

3. Select Appropriate Folder: **'Common Alerts'**, **'State Alert Set'**, **'Voluntary Assisted Dying'** **'VEMD alerts'**, or **'Substance Use'** .



Handy Hint

- Selecting 'Common Alerts' folder open up to multiple folders.



4. Select the alert from one of the folders by double clicking on it

5. In this instance Blood-Past Transfusion reaction is selected. This populates on the Problem window. Complete the information and click **OK** to submit to patient chart

***Problem**
Blood - Past transfusion reaction Free Text Responsible Provider
Display As: Blood - Past transfusion reaction At: Age Onset: Date
***Confirmation** Final ***Classification** Clinical History ***Status** Active Cancel Reason
Ranking Resolved At: Age Resolved: Date
 File to Past Medical History **OK**

6. 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.

