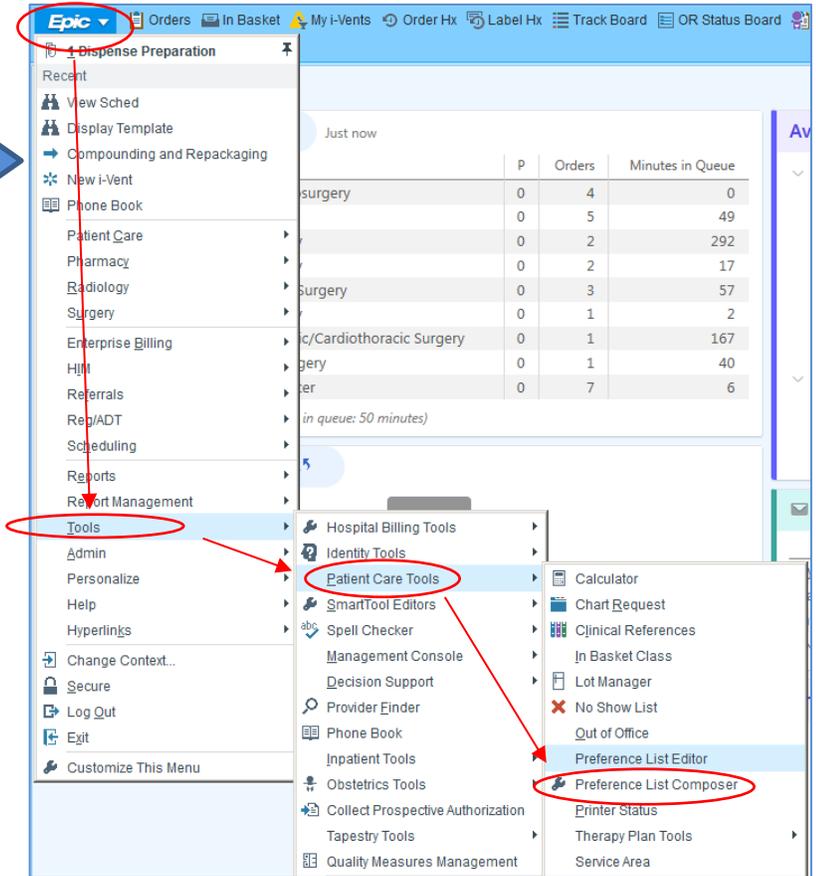


How to copy DOC Floor Stock Medications from Holly in Maestro

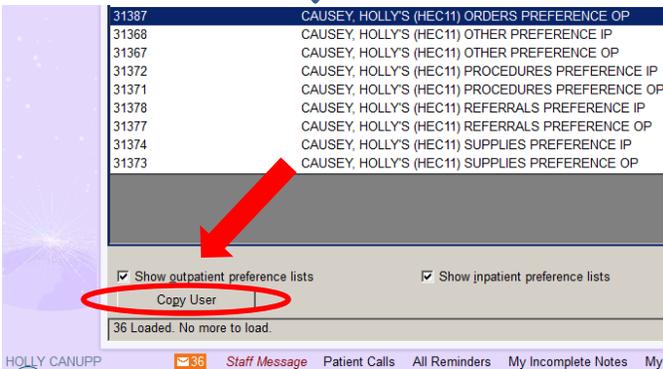
1.

Go to the top left "Epic" button, follow menu to Tools → Patient Care Tools and click on Preference List Composer.



2.

Select "copy user" in the bottom left corner.



3.

Within the "from user" box, insert "Canupp, Holly." Insert your name in the "to user" box.

Make sure that the copy option is set to "merge."

Select "Immunizations (Outpatient)" for vaccines AND "Clinic-Administered Medication." Then select "copy."

