

How to Modify the Universal Search Window Lookup Settings

Each area of MOIS where the Universal Search Window (USW) is used can be customized for the clinic depending on what Code Systems a user wants to utilize in their search.

These settings are managed through the Administration module → Codeset Management → Lookup Settings

The 'Description' column lists the individual areas where the USW is used.

Code Systems	what Code Systems are available for searching in that area
Code Systems On	what Code Systems are checked off by default for that area, when opening the USW
Reference Sets	what Reference Sets are available for searching in that area
Reference Sets On	what Reference Sets are checked off by default for that area, when opening the USW

To edit your lookup settings, select the checkbox next to the item(s) that you would like to modify and click on 'Edit'. You will get a 'Configure Code Lookup Setting' pop up window where you can then make modifications to the areas that you had selected by adding/removing Code Systems and Reference Sets and choosing options for what is 'selected' by default when opening that particular USW. *Any changes made here will take effect for all selections you had originally checked off. **Be sure to hit 'Save' on the main Code Lookup Configuration page, and uncheck your current selections before making any additional changes to other lookup settings.***

MOIS does not need to be restarted after modifying the Lookup Settings; you will see your changes implemented immediately after saving and going into the Patient Chart.

Tip: This is currently a clinic-wide setting but an individual user can somewhat modify their selections from directly in the USW. This is done by selecting 'Save My Default Settings' in the USW which will modify the checked-off selections for that individual area of MOIS for that specific user only.

Save My Default Settings

Restore System Settings

However; ultimately, this will be based on what Code Systems and Reference Sets are *available* as established in the Lookup Settings. Selecting 'Restore System Settings' will revert your selections back to what the default Lookup Settings are.