

Allergies Chart Tab Overview

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The Allergies chart tab is where you review, add, edit, and maintain a patient's allergies. It shows the patient's active and inactive allergies, flags drug interactions, and gives you fast ways to add one allergy or several at once. This article walks through each part of the screen.

How to Access

Log in to OfficeEMR > Navigate to **EMR** > **Open a Patient Chart** (via *OfficeSchedule* or *Patient Search*) > **Allergies**

If unable to see the screen above, ensure the user has the appropriate permissions to see the screen.
Allergies Security & Settings

Allergies ⚠ Drug Interactions (4)

Beta Feedback Tour Import Queue Refresh Settings More

⚡ Reviewed

Active 9 Inactive 4 Expand All Group Interactions Show Filters Batch Add

Drag a column header here to group its column

ALLERGEN	SEVERITY	SYMPTOMS	NOTES	VERIFY	ACTIONS
> Acetaminophen	Moderate	-	-	Confirmed	
> acetophenazine	Severe	rash, Difficulty Breathing, fatigue, issues with vision	-	Confirmed	
> Allergen-Group-Penicillins ! amoxicillin 250 mg chewable tablet ! amoxicillin 250 mg capsule	Moderate	-	-	-	
> Asacol	Mild	rash	-	-	
> aspirin ! hydrocodone 10 mg-ibuprofen 200 mg tablet	-	-	-	Refuted	
> banana	Severe	Anaphylaxis	-	Confirmed	
> IVP Dye, Iodine Containing ! Adderall 20 mg tablet	-	-	-	-	
> Latex	Moderate	rash	-	Confirmed	
> Tylenol ! Tylenol PM Extra Strength 25 mg-500 mg tablet	-	-	-	-	

Drug interaction warning

When the patient has active allergies that interact with their medications, a red **Drug Interactions** badge appears next to the screen title, along with a count of how many allergens are involved. The interacting medications are also listed beneath the allergen's name in the list.

Patient safety: Interaction checking only works for *codified* allergens (allergens the system recognizes from its catalog). Non-codified allergens cannot be checked for interactions — see [Non-codified allergens](#) below.

Adding an allergy

To add a single allergy:

1. Click in the **Search and select an allergen to add** box.
2. Type **3 or more letters** of the allergen name. Matching allergens from the catalog appear in a list.
3. Your **favorite allergens** are shown before you begin typing, so common choices are one click away.
4. Select the allergen you want.

What happens next depends on whether **Quick Add** is on or off:

- **Quick Add off** — the **Add Allergy** window opens so you can fill in the details before saving.
- **Quick Add on** — the allergy is added immediately using your default severity, verification, and note.

Already on the list? If you select an allergen the patient already has, the system lets you know. If the allergen is on the patient's **inactive** list, you'll be asked whether you want to **reactivate** it instead of adding a duplicate.

Quick Add button

The **lightning-bolt** button inside the search box turns **Quick Add** on or off. When it's on (highlighted), selecting an allergen adds it right away using your saved defaults, without opening the details window — the fastest way to record a straightforward allergy. When it's off, the Add Allergy window opens first so you can review the details.

Tip: You can choose whether Quick Add starts out on or off each time you open the screen in **Allergy Defaults** (the Settings button). See the *Allergy Defaults* article for details.

The Add Allergy window

When the Add Allergy window opens, you can set the following:

Field	Description
Allergen	The allergen you selected (shown for reference; it can't be changed here).
Status	Whether the allergy is Active or Inactive .
Symptoms	The reaction symptoms, up to a limit of 5 . Check your favorite symptoms or search for others by typing 3 or more letters.
Severity	How severe the reaction is: None , Mild , Moderate , or Severe .
Verify	The verification status: None , Unconfirmed , Confirmed , Refuted , or Entered in Error .
Note	Any free-text note about this allergy.

For recognized allergens, the window also shows reference details — the **Drug Class**, and the **SNOMED** and **RxNorm** codes.

Buttons at the bottom of the window:

- **Add Allergy** — saves the allergy and closes the window.
- **Save & Add Another** — saves this allergy and keeps the window open so you can add another right away.
- **Cancel** — closes the window without saving.

Non-codified allergens

Non-Codified Allergen Selected: If the allergen you chose isn't recognized from the system's catalog, a warning appears. The system **will not alert you to drug–allergy interactions** for these allergens, so review all orders carefully to avoid patient safety risks. Non-codified allergens are marked with a warning icon in the allergy list.

Batch Add (adding several allergies at once)

Use **Batch Add** (near the bottom-right of the list) to add many allergies in one step:

1. Type or paste the allergen names, **separated by commas** (for example, *Penicillin, Sulfa, Aspirin, Latex*).
2. Click **Continue**. Each name is matched against the catalog.
3. Review the results. For each allergen you can set a **severity** and **symptoms**, and set a single **verification** that applies to all of them.

The review step also helps you handle special cases:

- **No match found** — you can search for and pick the correct allergen for that name.
- **Multiple matches** — you can choose the correct allergen from a list.
- **Already active** — duplicates are skipped and listed so you know.
- **Reactivates** — an allergen currently on the inactive list is flagged; adding it reactivates the existing entry.

To finish, choose one of:

- **Add [N] Allergies** — adds every allergen with the severity and symptoms you set.
- **Quick Add All** — adds every allergen using the shared verification and your defaults, without symptoms.

The allergy list

The list has two tabs, each showing a count of how many allergies it contains:

- **Active** — the patient's current allergies.
- **Inactive** — allergies that have been deactivated and are no longer current.

The list shows these columns:

Column	Description
Allergen	The allergen name. A warning icon marks non-codified allergens, and any drug interactions are listed beneath the name.
Severity	The reaction severity (Mild, Moderate, or Severe).
Symptoms	The documented reaction symptoms.
Notes	Free-text notes about the allergy.
Verify	The verification status (Confirmed, Unconfirmed, Refuted, or Entered in Error).
Actions	Edit or deactivate the allergy (on the Active tab), or reactivate it (on the Inactive tab).

Editing directly in the list

On the Active tab you can update an allergy without opening a window — click a **Severity**, **Symptoms**, **Notes**, or **Verify** cell to edit it right in the list. To change more than one field at once, use the **Edit** action to open the full Edit Allergy window.

Organizing the list

Buttons above the list help you organize what you see:

- **Expand All / Collapse All** — opens or closes the detail section under every allergen.
- **Group Interactions** — groups allergens by whether they have a drug interaction (and **Ungroup Interactions** removes the grouping).
- **Show Filters / Hide Filters** — shows a filter row beneath the column headers so you can narrow the list. When filters are active, **Clear Filters** removes them.

You can also sort by any column and rearrange or resize columns. To have the system remember your preferred arrangement, save your **List Layout** from the Settings button (see the *Allergy Defaults* article).

Editing an allergy

Click the **Edit** action on an allergy to open the **Edit Allergy** window. It has the same fields as the Add Allergy window, plus a **Last Modified** line showing who last changed the allergy and when.

Deactivating and reactivating allergies

- **Deactivate** — on the Active tab, use the deactivate action to move an allergy to the Inactive list. You'll be asked to confirm.
- **Reactivate** — on the Inactive tab, use the reactivate action to move an allergy back to the Active list with its current symptoms, severity, and verification. You'll be asked to confirm.

Marking allergies as reviewed

Check the **Reviewed** box (on the Add / Reviewed bar) to record that you've reviewed the patient's allergies for this encounter.

To see a history of past reviews, open the **More** menu and choose **Reviewed History**.

Import Queue

Allergens can be queued for import from other parts of the system. The **Import Queue** button shows a red count when items are waiting. Click it to review each queued allergen — you'll see the allergen, where it came from, and who created it — and then choose which ones to **Add** to the chart or **Remove** from the queue.

When there are items waiting to be reviewed, the Import Queue opens automatically the first time you open the Allergies screen.

Other buttons

- **Settings** (gear) — opens **Allergy Defaults**, where you set your preferred severity, verification, favorite symptoms, note, Quick Add behavior, and list layout. See the [Allergy Default](#) article.
- **Refresh** — reloads the patient's allergies, can be helpful when multiple users are in the same chart or data is received via an outside source.
- **More** menu:

- **Print Report** — generates a printable allergy report. You can choose **Active Only** or **Active & Inactive**.
 - **Reviewed History** — shows the record of past allergy reviews.
 - **Audit Log** — shows a detailed history of changes to the patient's allergies.
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