

Allergy Default

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Set your preferred severity, verification, symptoms, and note so new allergies are recorded consistently and quickly.

The **Allergy Defaults** window lets you pre-set the values that are filled in automatically whenever you add an allergy to a patient's chart — whether you use **Quick Add** or the **Add Allergy** window. Setting your preferences once means you spend less time re-entering the same severity, verification, and symptom information on every new allergy.

How to Access

1. **Log in** to OfficeEMR
2. Navigate to **EMR**
3. Select **Allergies** chart tab
4. **Gear Icon** (Allergy Defaults & grid layout settings)

Allergies

Beta Feedback Tour Import Queue Refresh Gear Icon More

Search and select an allergen to add Reviewed

Active Inactive Expand All Group Interactions Show Filters Batch Add

Drag a column header here to group its column

ALLERGEN	SEVERITY	SYMPTOMS	NOTES	VERIFY	ACTIONS
No records to display					

Allergy Defaults & Grid Layout Settings

☒ My Defaults ☐ Practice Defaults

These defaults are applied when using Quick Add or the Add Allergy dialog.

Default Severity

☒ None ☐ Mild ☐ Moderate ☐ Severe

Default Verify

☒ None ☐ Unconfirmed ☐ Confirmed ☐ Refuted ☐ Entered-in-error

Favorite Symptoms

Type 3+ characters to search symptoms...

Limit of 10

Default Note

Default note text...

☐ Enable Quick Add by default

When enabled, selecting an allergen adds it immediately using your defaults without opening the edit dialog.

Grid Layout

Select which grid settings to save. Only checked options will be persisted.

☒ Column Order ☒ Column Widths ☒ Sorting ☒ Grouping ☐ Filters ☐ Expanded Rows

Save Current Layout Clear Saved Layout

Cancel Save Defaults

My Defaults vs. Practice Defaults

At the top of the window, two choices control whose preferences you are editing:

Option	What it does
My Defaults	Applies only to you. Each staff member can keep their own personal set of allergy preferences.
Practice Defaults	Applies across the whole practice as a shared starting point. Use this to keep allergy entry consistent for everyone.

Select the option you want to edit before making changes, then save.

Because **Practice Defaults** affect every staff member, the ability to change them is controlled by a security setting. Only users whose role grants access to the corresponding **Allergy Defaults security screen** can edit and save Practice Defaults; other users may still view them, but will be limited to managing their own **My Defaults**.

If you need permission to manage Practice Defaults, contact your **Practice Administrator**. Administrators can grant this access through the practice's security screen settings.

Available settings

Default Severity

Sets the severity that is filled in automatically when you add a new allergy. Choose from:

☐ None ☒ Mild ☐ Moderate ☐ Severe

Choose ☐ None if you'd rather not pre-set a severity.

Default Verify

Sets the verification status that is filled in automatically when you add a new allergy. Choose from:

☐ None ☐ Unconfirmed ☒ Confirmed ☐ Refuted ☐ Entered in Error

Choose ☐ None if you'd rather not pre-set a verification status.

Favorite Symptoms

Build a short list of the symptoms you record most often so they're easy to find when adding an allergy.

- Type **3 or more letters** in the search box to look up a symptom.
- Click a result to add it to your favorites. Each one you add appears as a small tag.
- To remove a symptom, click the ✕ on its tag.
- You can save up to **10** favorite symptoms.

Default Note

Enter any note text you'd like added automatically to new allergies. Leave it blank if you don't want a default note.

Enable Quick Add by default

When this box is checked, selecting an allergy **adds it right away** using your preferences (severity, verification, and note) — without first opening the window where you fill in the details. This is the fastest way to add straightforward allergies.

You can also turn Quick Add on or off at any time from the Allergies screen using the ⚡ lightning-bolt button inside the allergy search box. Checking **Enable Quick Add by default** here decides whether it starts out on or off each time you open the screen.

List Layout

Controls how the allergy list on the Allergies screen is remembered for you. Check only the parts you want the system to remember — anything left unchecked will not be saved:

- **Column Order** — the left-to-right order of the columns.
- **Column Widths** — how wide each column is.
- **Sorting** — which column the list is sorted by, and the direction.
- **Grouping** — how allergies are grouped together (for example, grouped by drug interaction).
- **Filters** — any filters you've applied to narrow the list.
- **Expanded Rows** — which allergy detail sections are opened.

Two buttons are available:

- **Save Current Layout** — saves the way the list looks right now, using the boxes checked above.
- **Clear Saved Layout** — removes your saved layout and returns the list to its standard appearance.

Saving your preferences

1. Choose whether you're editing **My Defaults** or **Practice Defaults**.
2. Adjust the severity, verification, favorite symptoms, note, Quick Add, and list layout settings as needed.
3. Click **Save Defaults** to apply your changes, or **Cancel** to close without saving.

Your saved preferences take effect the next time you add an allergy using Quick Add or the Add Allergy window.

Frequently asked questions

Do these preferences change allergies already on the chart?

No. They are used only when you add a new allergy. Allergies already on the chart are not affected.

What's the difference between My Defaults and Practice Defaults?

My Defaults apply only to your account. **Practice Defaults** give the whole practice a shared starting point. Both are managed in the same window by switching the option at the top.

Why isn't my Default Note or symptom showing up when I add an allergy?

Make sure you clicked **Save Defaults** under the correct option (My Defaults vs. Practice Defaults), and that you're using Quick Add or the Add Allergy window. Remember that the favorite symptoms list holds up to 10 items.

How do I turn Quick Add on or off just for right now?

Use the ⚡ lightning-bolt button in the allergy search box on the Allergies screen. To change whether it starts out on or off each time, use **Enable Quick Add by default** in this window.
