The QHN platform allows you to customize the Patient Summary layout to improve your efficiency. Providers typically find the **Laboratories**, **Imaging**, **Documents** and **Documentation** Clinical Sections most valuable. Some Clinical Sections are not currently populated with data, they are reserved for future use.

- Login to the QHN system at: [QualityHealthNetwork.org](http://QualityHealthNetwork.org)
- The default Patient Search landing screen will display. Complete the required fields, click **Submit**.
- Once the search results display, click on a Patient’s name.
- This will take you to the Patient Summary view where the **Patient Actions** dialogue box displays.
- Click on the **Configure Layout** option.

QHN Tip Sheet #5

Configure Your Personal Layout

Updated: May, 2016
Configure Your Personal Layout

- The **Customize the order of clinical sections** screen will appear.
- On the left is a full listing of all the clinical sections options.

  ![Customize the order of clinical sections](image)

- Click on the clinical section you would like to move, hold your mouse down and drag section to the location you want to place it and drop.
- Once your have reordered the clinical sections as you prefer, click **Submit**.
- Your reconfigured view will now appear and the system will “hold” your preferences until you make a change.

![Reconfigured View](image)