1) Go in to a test patients chart
2) Click the Update button (If you get the option to Join an update or start a new one click the New button)
3) Click the binoculars button by the Encounter Type field
4) Click the More button
5) Highlight the first Encounter Type you would like to add to your custom list, then click the Add Item button.

6) Continue to highlight each individual Encounter Type you would like to put in your custom list, then click the Add Item button. *(The system will not let you highlight multiple Encounter Types all once to add, so they do have to be added one by one.)* Do this until you have added all of the Encounter Types you want and or use to your “My folder.”
7) Now click the radio button under “Contents of Encounter Type list” that reads “My Folder”
8) Click OK, you should now see a shortened list of the Encounter Types you have added to your "My folder" in the Encounter Type list box.

9) You may now click the Cancel button.

Your Encounter Type list will now be that short every time you click the update button in any patients chart!!!