**Identifying Return to Telehealth Orders on the Request List**

1. Get into **Preferences** on the request list



1. A **Column Preference** window appears. Under the **Selected Columns** section, highlight **Order Desc**. and use the up and down arrows to raise Order Desc. closer to the top, like in the example below, Click Ok to save changes:

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1. Use the Order Desc. column to identify which order needs to scheduled for a Telehealth appointment type.

