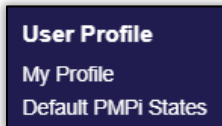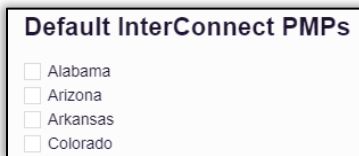# Set Default States

This feature allows you to configure states to be selected by default when performing a Patient Request. Default states will be included in every patient search. We urge discretion in selecting default states. Selecting all states as defaults to be included in every patient search may negatively impact searches and patients found.

Open the Menu and navigate to **User Profile>Default PMPi States**

Click the checkbox next to the state(s) you would like to be selected by default when performing a Patient Request. Click **Update Defaults.** Selections are saved and will be included by default when you create a Patient Request.

You can deselect or change default states at anytime by repeating the above steps.